

# NORTH-WEST FRONTIER PROVINCE EDUCATION CODE.

## CHAPTER I.

### DEFINITIONS AND CLASSIFICATIONS.

1. The regulations in this code apply to Educational institutions (other than those for Europeans) in the North West Frontier Province. Articles 155-162 apply also to the Convent School, Peshawar Cantonment.

Correction slip  
No. I. G. O.  
No. 5032-T. D/1  
209, dated the  
6th February,  
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2. The definitions and classifications in this chapter apply throughout the code except where it is otherwise stated.

3. *The Department* means the Department of Public instruction in the North-West Frontier Province.

4. *The University* means the University of the Punjab, or any other University established by law which may, from time to time, have jurisdiction in the North-West Frontier Province.

5. *A recognised institution* means a college or school in which the course of study followed is that which is prescribed or recognised by the Department of Public Instruction or by the University, and which satisfies one or more of these authorities that it attains to a reasonable standard of efficiency. It is open to inspection and its pupils are ordinarily eligible for admission to public examinations and tests held by the Department or the University.

6. *An unrecognised institution* is a college or school which does not come under the above definition of a recognised institution.

7. Institutions under the direct management of Government or of a public body, such as a district board, a municipal committee, a notified area committee or a cantonment board are said to be *under public management*. Institutions under the management of private persons or associations are said to be *under private management*.



8. Recognised institutions under private management are classified as *aided* or *unaided* according as they do or do not receive aid from public funds.

9. Colleges are divided into two classes.—

- (a) Arts colleges.
- (b) Professional colleges.

There are at present no professional colleges in the Province.

10. Schools are divided into two classes:—

- (a) Schools for general instruction,
- (b) Schools for special instruction.

The former are divided into five classes:—

- (i) High schools.
- (ii) Anglo-vernacular middle schools.
- (iii) Full vernacular middle schools.
- (iv) Lower middle schools.
- (v) Primary schools.

The latter consist of schools for the training of teachers in the senior and junior vernacular courses prescribed by the Department, namely, the "Training School" Peshawar, and the "Normal School for Women", Peshawar, and also of schools for instruction in a special branch of technical or industrial education.

11. An arts college provides instruction in the University Course in arts or science.

A first grade college provides instruction upto the standard of a University degree.

An intermediate college or second grade college prepares students for admission to the degree courses of a University, *i. e.* for the intermediate examination of a University.

A high school provides instruction up to the standard of the matriculation and school leaving certificate examination of a University.

All Government high schools in the Province do not have primary departments attached to them.



An anglo-vernacular middle school provides instruction upto class 8th; and English is a subject of study in its four middle classes.

A full vernacular middle school provides instruction upto class 8; the teaching is through Urdu only and English is not a subject of study.

A lower middle school provides instruction upto class 6; the teaching is through Urdu only and English may or may not form a subject of study.

A primary school provides instruction up to class 4; the teaching is through Urdu and Pashto in boys' schools, and through Urdu and Pashto, or Hindi or Gurmukhi, in girls' schools.

N. B.—(i) A school is an institution in which instruction is imparted to not fewer than ten pupils.

(ii) For purposes of recognition, the high, middle and primary departments of a school are considered separately. (High school, 10th and 9th classes, middle, 5th to 8th classes and primary, 1st to 4th classes).

(iii) A special class, comprising a two years' course, is attached to the middle departments of certain high and middle schools; in this class pupils who have completed the vernacular middle course study English for two years and are then eligible, after passing the anglo-vernacular middle examination in English for admission to the 9th class.

A pupil, having completed the lower middle course, where English does not form a subject of instruction, after receiving instruction, in the special class attached to a high or middle school, for one year and having successfully completed the course, may join the 7th class of an anglo-vernacular school.

(iv) "Boys' school" means a school in which the curriculum and classification followed are those laid down for a school for boys.

"Girls' school" means a school in which the curriculum and classification followed are those laid down for school for girls.

12. *Scholarship* means a periodical payment to a pupil, guaranteed for a fixed period on conditions approved by the Department.

*Stipend* means a subsistence allowance paid to a pupil on certain conditions, to enable or induce him to pursue a specified course of study.

*Open scholarship* means a scholarship which is not restricted to any particular sect or class and is awarded under rules of general application.

*Close scholarship* means a scholarship the award or tenure of which is subject to special restrictions.

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28339-D. D. 1/-  
290, dated  
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## CHAPTER II.

### THE EDUCATION DEPARTMENT.

13. The Education Department is primarily responsible for the organisation and inspection of public instruction in the Province.

14. *Organisation.*—The Education Department consists of :—

For direction  
and inspection

- A. (i) The Director of Public Instruction.
- (ii) The Inspector of Vernacular Education.
- (iii) The Inspectress of Girls' Schools.
- (iv) The Assistant Inspectresses of Girls' Schools.
- (v) The Personal Assistant to the Director of Public Instruction.
- (vi) All District Inspectors of Schools.
- (vii) All Assistant District Inspectors of Schools.
- (viii) Office Staff.

For Instruc-  
tion.

- B. (i) All Head Masters and staffs of Government High Schools.
- (ii) Staffs of the Training School for Men.
- (iii) Staffs of the Normal School for Women.

For examina-  
tions and Text  
Book Com-  
mittee.

- C. The Registrar of Departmental Examinations and Secretary, Text-Book Committee, North- West Frontier Province.

15. For purposes of administration and inspection, the anglo-vernacular section of boys' education is directly dealt with by the Director; the vernacular section of boys' education is subject to the ultimate authority of the Director, under the control of the Inspector of Vernacular Education; and the general inspection and organisation of female education, throughout the Province, is, with a similar limitation, in the hands of the Inspectress, who is helped by the Assistant Inspectresses.

16. In each district there is a district inspector who, under the supervision of the Inspector of Vernacular Education, is in general charge of the organisation of education



within the district and who is expected to remain closely in touch with the Deputy Commissioner.

17. In the agencies and tribal areas mentioned below, the organisation of education is in general charge of the Director, assisted by the Inspector of Vernacular Education. Primary schools in these areas are inspected by the officers named against each :—

Khyber Agency, Dir, Swat ...	District Inspector of
and Chitral Agency, and	Schools, Peshawar.
tribal areas attached to	
Peshawar District.	

Swat territory ...	Arrangement made with
	the Ruler of Swat.

Kurram Agency and tribal ...	District Inspector of
areas attached to Kohat	Schools, Kohat.
District.	

North Waziristan Agency and	District Inspector of
tribal areas attached to	Schools, Bannu.
Bannu District.	

South Waziristan and tribal ...	District Inspector of
areas attached to Dera Ismail	Schools, Dera Ismail
Khan District.	Khan.

Tribal areas attached to ...	District Inspector of
Hazara District.	Schools, Hazara.

In the case of these schools, the district inspectors of schools act as advisers to the Political Agents and the Deputy Commissioners concerned.

### Direction.

18. The Director of Public Instruction, hereinafter called the Director, is the head of the department and is responsible for the organisation of the public instruction in the Province and inspects all high schools at least once a year. He is entitled to inspect any other educational institution in the Province.

19. The Assistant Director of Public Instruction is required :—

- (a) to deal with appointments, transfers, leave and the dismissal, etc., of S. V. teachers in the grade of Rs. 40-2-60 in District Board Middle Schools

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 ment order No.  
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 M. 82).

subject to the condition that he will inform the Director of the action taken ;

- (b) to make recommendations to the Director for all appointments, leave, suspension, and dismissal of teachers other than S. V. teachers (in the grade of Rs. 40-2-60) employed in District Board Middle schools ;
- (c) to pass orders on the reports submitted by the District Inspectors of schools for the utilization of such funds as the District Board may have allotted for capital or contingent expenditure. Expenditure on buildings etc., shall have the previous approval of the Director of Public Instruction ;
- (d) to submit to the Director of Public Instruction for the approval of the board concerned the educational estimates of each District Board in the Province. The District Inspectors of schools will prepare such estimates in triplicate, and will submit them to him for transmission to the Director of Public Instruction for his comments.
- (e) to make recommendations for the opening and closing of District Board schools for boys ;
- (f) to calculate and to issue orders regarding such grant-in-aid in connection with boys primary schools and primary departments of secondary schools for boys as are payable from the funds of district board, municipal, notified area, and cantonment committees in the Province, to the committees concerned ;
- (g) to check the monthly tour statements of the District Inspecting staff and to grant them casual leave up to the limit of ten days per annum ;
- (h) to be responsible for routine matters in connection with the budget, accounts and control over expenditure under "37-Education". The accounts branch of the Director of Public Instruction's Office and its establishment shall be under his control, subject to the supervision of the Director of Public Instruction with whom ultimate responsibility rests ;

- (i) to sign and countersign all scholarship and Travelling Allowance bills except those of the Inspectress, the Assistant Inspectress and Sub-Assistant Inspectress of girls schools;
- (j) to deal with cases of appointment, leave, transfer, degradation and dismissals, etc., of teachers in Government schools and to put up the same to the Director for orders. Cases of appointment and dismissal etc., of teachers in aided schools shall be dealt with by the Personal Assistant to the Director of Public Instruction;
- (k) to calculate and to issue orders regarding grant-in-aid both to boys and girls secondary schools;
- (l) to help in drafting the annual or quinquennial reports on education. The draft of the report chapter by chapter shall be put up to him by Head Clerk and the Assistant Director of Public Instruction, after proper scrutiny and check shall put up the same to the Director of Public Instruction for final approval;
- (m) to act for the Director of Public Instruction when he is out on tour and to deal with all urgent and emergent cases in his absence. The action taken in all such cases must, invariably be reported to the Director of Public Instruction. Cases requiring orders shall, invariably, be put up to the Director of Public Instruction.

19.—A. The Assistant Accounts Officer is responsible to :—

(a) prepare budget estimates, revised estimates, statement of savings and excesses reappropriations, applications for Supplementary Grants and control over exuenditure under the head "37-Education".

(b) check all Detailed Contingent Bills, Scholarship Bills and T. A. Bills and to submit them for signature or countersignature by the Director of Public Instruction.

(c) control over expenditure in so far as authorised pupil funds are concerned.

(d) Inspect the accounts of all Drawing and Disbursing Officers of the Education Department at least once a year and to submit inspection reports to the Director of Public Instruction, with a copy to the Provincial Government.

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No. 333/H. E./  
xiii-(i)-8-  
P. W. P., dated  
20-7-54, from  
Secretary to  
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N.-W. F. P.  
Education De-  
partment.



(e) deal with cases relating to grant-in-aid to recognised private institutions in the Province.

(f) deal with cases of House Building and Motor Car advances;

(g) watch prompt credit to Government of departmental receipts.

**Correction Slip  
No. 114.**

**19-B.** The Director of Physical Education is responsible for the General Supervision of Physical Education in the Province. He is required to:—

1. (a) to inspect all High Schools for boys and colleges at least once a year and as many middle schools for boys as possible;

(b) to be on tour for at least 120 days a year and should submit his tour programme to D. P. I., North-West Frontier Province, at least a week before the commencement of his tour;

(c) to check the monthly tour statement of Physical Supervisors and Assistant Physical Supervisors both Males and Females and maintain a record of their inspection reports;

(d) to maintain a record of Scout Census and all other reports regarding Physical Education;

(e) to deal with the cases of Youth Hostels;

(f) to deal with the cases of Inter Circle-transfer of Drill masters;

2. He is empowered to grant casual leave to Physical Supervisors and Assistant Physical Supervisors both Males and Females;

3. To organise District and Provincial Sports Tournaments and Scout Rallies.

**B. 20.** The Inspectress is responsible for the supervision of all girls' schools. Her chief duties are:—

(i) to be generally responsible for the efficiency of female education and to act as adviser on the education of girls to executive officers and local bodies.

(ii) to inspect all girls' normal, high and middle schools in the Province and primary schools at her discretion, or as instructed by the Director.

- (iii) to make recommendations, through the Deputy Commissioner concerned to the Director regarding the opening and closing of schools maintained by district boards. As regards girls' schools maintained by municipalities, the Inspectress makes recommendations to the president of the municipal committee concerned.
- (iv) to make recommendations to the Director for all appointments, leave, suspension and dismissal of teachers employed in district boards girls' schools, and, so far as authorised to do so, to take such action as may be necessary in anticipation of sanction. As regards teachers in girls' schools maintained by municipalities, notified area committees and cantonment boards, the Inspectress makes recommendations to the presidents of the committees or to the executive officers of the cantonment boards concerned.
- (v) to make recommendations to the Director for the utilisation of such funds as the district boards may have allotted for capital or contingent expenditure in connection with girls' schools and to make similar recommendations to the presidents of municipal or notified area committees in the case of municipal or notified area committee girls' schools and to the executive officers in the case of cantonment board schools.
- (vi) to make recommendations to the Director for the award of such scholarships and grants-in-aid in connection with girls' schools as are payable from the funds of district boards, municipalities, notified area committees and cantonment boards.

The Inspectress is empowered :—

- (i) to award middle school scholarships tenable in girls' schools.
- (ii) to grant casual leave, when admissible, to her clerical staff and teachers employed in district board secondary girls' schools and municipal committee, notified area committee and cantonment board girls' schools.

C. 21. The duties of the Assistant Inspectress of Girls Schools are:—

- (1) The Assistant Inspectress of Girls' Schools is directly subordinate to the Inspectress of Girls' Schools, and will work under her orders.
- (2) Her chief duty is the inspection of (a) district board primary schools for girls in the area allotted to her by the inspectress; (b) all primary schools and the primary departments of secondary schools for girls at the headquarters of the Province;
- (3) She is mainly a touring officer and is required to tour from the 1st September to the 31st May and to spend not less than 150 days in the year on tour;
- (4) She is required to draw up, for the approval of district boards and the department, the educational estimates of girls' schools maintained by the boards in the area allotted to her and to submit them in triplicate to the Director through the Inspectress of Girls' Schools on or before the 1st August each year;
- (5) She is responsible for seeing that the orders given for the opening and closing of district board girls' schools in the area allotted to her, the appointments and transfers of teachers, etc. in these schools are carried out and may make recommendations to the Inspectress on these points;
- (6) She is empowered by the department to grant casual leave when admissible, upto the limit of 10 days per annum to teachers employed in district board primary schools for girls.

D. 22. (1) The chief duty of a district inspector is the inspection of vernacular schools in his district. He may be assisted in his duties by one or more assistant district inspectors, who will work under his orders.

- (i) He is required to be on tour at least for 150 days but for not more than 180 days in the year. For the efficient inspection and control of schools, each district will be divided into



as many areas as the Director considers advisable; instructions regarding this distribution of work among the district inspector and his assistants will be issued by the Inspector of Vernacular Education, after obtaining the approval of the Director.

- (ii) He will be required to pay one annual visit of inspection and, in addition, one surprise visit to every school allotted to him. The purpose of surprise visit will be two-fold; first to check the regularity of the attendance of teachers and the accuracy with which registers are kept, and secondly to attempt to improve the methods of instruction followed by the teachers.
- (iii) In addition to the above, each district inspector will pay casual visits of inspection to each anglo-vernacular middle school in his district. He should attempt to visit each such school at least once a year, and should deal mainly, though not necessarily entirely, with the vernacular teaching of the school. The district inspector will also pay surprise visits to as many schools as possible throughout his district outside his special area.

G. O. No.  
3344—19-23  
T. D. N., dated  
the 18th July  
1933.

(2) He is required to draw up for the approval of the district board and of the department the educational estimates of his district board; and to submit them in triplicate to the Director of Public Instruction through the Inspector of Vernacular Education on or before the 1st August each year. He is responsible for the proper disbursement of such funds.

(3) He is required to submit to the department on or before the 30th April statistical returns pertaining to all schools of his district, and a short report in duplicate, on the working of schools in his district on or before the 15th May each year.

(4) He is responsible for seeing that the orders given for the opening and closing of schools, the appointments and transfers of teachers, etc., are carried out and he may make recommendations to the Inspector of Vernacular Education on these points. He may also make recommendations to the Inspector of Vernacular Education for the utilization of such funds as the district board may have allotted for capital and contingent expenditure.

(5) The District Inspector is empowered by the department :—

- (a) to appoint, dismiss, etc., teachers, who are drawing Rs. 20 per month or less, subject to their right of appeal to the Inspector of Vernacular Education.
- (b) to deal with appointments, transfers, leave and dismissal, etc., of the teachers in E. T. S. (Article 244, Frontier Education Code) subject to the right of appeal.
- (c) to appoint, dismiss or grant leave to their menial establishments. All such appointments, dismissals or grant of leave are to be recorded in writing in the district inspector of schools offices.
- (d) to grant casual leave, when admissible, upto the limit of 10 days per annum to teachers employed in district board middle and primary schools.
- (e) to hold middle school scholarship competition examinations and to make recommendations to the Inspector of Vernacular Education for the award of middle school scholarships.

(6) The District Inspector is further the educational adviser (except as regard schools for girls) to the municipalities in the district, and as such may be required to carry out duties similar to the foregoing; but instead of making recommendations etc., to the department he will make such recommendations to the president of the municipality concerned.

E. 23. The Assistant District Inspector of School's is required :—

- (a) to be on tour at least 240 days in the year. Both the district inspector and his assistant will submit to the Inspector of Venacular Education, monthly tour statements on the condition of the schools visited, within a week of the conclusion of each month, and shall also submit to him, by name, their tour programmes for the succeeding month on the last day of the month. They shall arrange their tour programmes between themselves as such that as far as possible one officer should be at the headquarters to supervise the work of the office while others are on tour,

- (b) to pay three visits annually to every primary school, and to the primary department of every secondary school within the area allotted to him; one of these visits shall constitute the annual inspection, the other two will be surprise visits, for the purpose of checking registers and for instructing the staff in methods of teaching.
- (c) When at headquarters, his attendance at office for the usual office hours is compulsory. He is required to note his attendance, the time of his arrival and Departure in the register kept for the purpose. He is also responsible for the following items of office work:—
  - (i) Proper maintenance of teachers' service books and their leave accounts.
  - (ii) Preparation of the scholarship bills of all kinds.
  - (iii) Checking of the acquittance rolls of teachers salaries for the previous month.
  - (iv) Consolidation of statistics for the various months of the year.
  - (v) Maintenance of the monthly classified abstract of the expenditure.
  - (vi) Any other miscellaneous work assigned to him by his district inspector.

He is empowered to:—

- (1) recommend the appointment, dismissal, etc., of teachers, who are drawing Rs. 20 per month or less, to the district inspector.
- (2) grant casual leave, upto a maximum of ten days per annum, to teachers employed in district board primary schools, within his jurisdiction, and to report at once to the district inspector of schools the fact that such leave has been granted.

### Teaching Staff.

24. The head master of the training school for men and the head masters of Government high schools are empowered to sign their own pay as well as contingent bills, to grant casual leave upto a maximum of 10 days per annum, when admissible, to members of their staff and to appoint and dismiss menials in sanctioned posts attached to their schools.



25. The head mistress of the government normal school for women and the head mistresses of government high schools for girls in the province, work under the supervision of the Inspectress. They are empowered to sign their own pay as well as contingent bills, to grant casual leave upto a maximum of 10 days per annum when admissible to members of their staffs and to appoint and dismiss menial in sanctioned posts attached to their schools.

26. The Registrar of departmental examinations, hereinafter called the Registrar, will:—

- (1) be directly under the Director and will be responsible to him for organisation of all the departmental examinations. He will be the secretary of the board of moderators,
- (2) make preliminary scrutiny of all the question papers of each of the departmental examinations and will lay them before the board of moderators for moderation or approval,
- (3) be responsible for the due maintenance of all accounts, and will receive, check and submit all bills for remuneration and contingencies received from examiners, superintendents of examination centres, and from any other persons concerned,
- (4) make the necessary arrangements for the printing of the question papers and for their packing, sealing and despatch to the various centres of examinations,
- (5) purchase and supply stationery for the use of candidates and superintendents of each of the examinations,
- (6) inspect and report to the board on the places proposed as new centres of examinations and will make the arrangements necessary to ensure efficiency of supervision, etc.,
- (7) compile the results of all the examinations and submit them when complete to the board for moderation and approval.

After the results of all examinations have been announced, the Registrar:—

- (a) will pay all the outstanding bills,
- (b) send the results of each of the examinations for

publication in the "North-West Frontier Province Gazette", through the Director,

- (c) send detailed statements of the results to schools,
- (d) submit to the Director the award roll of vernacular and anglo-vernacular high school scholarships accompanied by a merit list in each case, for intimation to the schools concerned,
- (e) sign and issue the certificates awarded to the candidates of all the departmental examinations,
- (f) submit to the Director a consolidated statement of the results of all the examinations for inclusion in the provincial report,
- (g) submit to the Director a statement of the remuneration paid to each of the examiners and superintendents for transmission to the income tax department,
- (h) submit the budget estimates connected with the departmental examinations to the Director,
- (i) will prepare a consolidated summary of the reports of the various examiners which after approval by the Director, shall be circulated as the Director shall decide.

27. The Registrar holds the office of the secretary, text-book committee also; in this capacity, he

- (1) will be directly under orders of the Director, who is the *ex-officio* president of the committee;
- (2) will maintain the records and library;
- (3) will receive and answer all correspondence, subject to the instructions of the Director;
- (4) will submit to the Director all the resolutions passed by the text-book committee, for orders;
- (5) will convene, under the instructions of the Director, the meetings of the general committee or of any of the sub-committees whenever necessary, and record their proceedings.

28. No Government servant in the education department may become a member of the managing committee of an aided school, or accept office (e. g. such a post as president, secretary, treasurer) in any association, except in the Boy Scouts Association, and in the teachers' association of his school—if he is a teacher—without obtaining the previous sanction in writing of the Director.

G. O. No. 4334-T. D. No. 21-102-D., dated the 13th July 1932.



### CHAPTER III.

#### RECOGNITION OF COLLEGES AND SCHOOLS.

##### Applicability.

29. (i) The rules in this chapter apply to all kinds of colleges and all Government, district board, municipal committee, notified area committee and cantonment board schools; also to aided and unaided schools recognised by the department.

(ii) Unless in any case the contrary is stated, the powers relating to all schools which are assigned to the inspecting staff for boys' schools by the rules contained in this chapter are exercised by the Inspectress and her assistants in the case of schools for girls.

##### "School" defined for this chapter.

(iii) For the purpose of recognition, the high, middle, and primary departments of an educational institution are treated as separate schools and the term "school" in this chapter applies to only one of such departments, although two or more departments may be combined in the same institution.

##### General conditions of recognition.

###### (a) Colleges.

30 (a) Colleges are at present affiliated to the University of the Punjab under Sections 21—24 of the Indian Universities Act, 1904, and regulations framed under Section 25 of the said Act, which are contained in chapter X of the Punjab University Calendar.

###### (b) Schools.

(b) A school desiring recognition must satisfy the department that it fulfils the following conditions:—

- (i) that it supplies an educational need which cannot be adequately met by other recognised institutions in the same locality;
- (ii) that it has an average attendance of not less than 24 pupils in case of boys' schools or 12 pupils in the case of girls' schools;
- (iii) that the management is such as to maintain a proper tone and discipline in the school;
- (iv) that the course of studies, the organisation of school work, and the text-books in use are such as may be approved by the Government, and

- that the work of the school is reasonably efficient;
- (v) that the inter-school rules and regulations of the department in so far as they are applicable are duly observed, and that proper registers showing admissions and withdrawals and daily attendance are kept;
  - (vi) that in a secondary school proper provision is made for physical instruction and organised games;
  - (vii) that the school premises are sufficiently commodious to provide adequate accommodation for the number of pupils on the roll; and that they are kept in proper repair and in good order;
  - (viii) that the supply of furniture and equipment is adequate;
  - (ix) that a proper scale of staff is maintained in accordance with the provisions of Article 31.

31. The prescribed minimum scale of staff in a recognised school is as follows:—

**Minimum standard staff for recognised schools.**

**A—IN ALL SCHOOLS.**

- (i) The proportion of pupils in average attendance to the number of teachers on the staff shall not exceed 35 to 1.
- (ii) Ordinarily 40 pupils only may be enrolled in any single section of a class, and in no case is the number to exceed 45.
- (iii) No teacher in permanent employ, shall receive a salary of less than Rs. eight per mensem.
- (iv) No certificated teacher shall receive a salary of less than Rs. 12 per mensem.

**B—IN VERNACULAR SCHOOLS.**

- (i) When the average attendance of pupils at a school exceeds 70, one of the teachers employed must be certificated.
- (ii) A proportion of one certificated teacher for every 70 pupils in average attendance must be maintained [e. g. in a school with an average attendance of 250 pupils, the staff must consist of at



least seven teachers, (Article 31-A (i), of whom three at least must be certificated].

C—IN ANGLO-VERNACULAR SCHOOLS FOR BOYS:—

(i) The minimum scale of staff in a middle school shall be as follows:—

1. One senior anglo-vernacular certificated head master;
- 2.—4. Three junior anglo-vernacular certificated assistant masters;
- 5.—6.—Two senior vernacular certificated teachers;
7. One senior vernacular teacher or one teacher for Arabic, Sanskrit, Hindi, Punjabi and Pashto teaching;
8. One drill master;
9. One drawing master.

(ii) In order to qualify for recognition as a high school an institution must maintain the minimum scale of staff prescribed for a recognised middle school, and in addition:—

- 1.—2. Two senior anglo-vernacular certificated teachers;
3. One teacher for Arabic, Sanskrit, Hindi, Punjabi, and Pashto teaching.

N. B.—General certificates, whether vernacular or anglo-vernacular are of two kinds, viz., senior and junior. Holders of senior certificate (S. A. V.) and S. V.) are qualified to work in the high departments of schools and holders of junior certificates (J. A. V.) or J. V.) in middle and primary departments, respectively.

(2) In no case should sanction be accorded to a change in the status of any school maintained or aided by a local body until the approval of that body has been obtained.

(3) No change of status can be recognised unless it has been sanctioned in writing by the proper authority.

Provisional recognition.

32. A school fulfilling the first six conditions of recognition prescribed in Article 30 (b), but unable, for financial reasons, to fulfil any one or more of the three remaining conditions, i. e., as to building, equipment or staff, may be accorded temporary recognition for a period not exceeding two years, provided that the manager of the school undertakes to fulfil in the *interim* all the requisite

conditions of recognition either by collecting privately the necessary funds or by applying for a grant-in-aid from public revenues. Such aid, if sanctioned, will be given in accordance with the 'grant-in-aid' rules (see Articles 123 to 170).

33. A school which at the close of two years' temporary recognition fails to fulfil all the qualifying conditions for permanent recognition shall cease to be recognised by the department provided that, if it fulfills all the conditions prescribed in Article 30 (b), except condition (vii), and the buildings requisite are under construction, and are within reasonable distance of completion, the department may further extend the period of temporary recognition for a period not exceeding one year.

34. The department may at any time withdraw re-  
cognition from a school which fails to fulfil any one or more of the conditions prescribed in Article 30 (b) or may convert permanent into temporary recognition in accordance with the provisions of Articles 32 and 33. Withdrawal of recognition.

The continuance, withdrawal or conversion of permanent into temporary recognition shall ordinarily depend on the condition of the school as ascertained at the annual inspection.

Recognition may only be refused for reasons to be recorded in writing and on one of the following grounds:—

- (a) that the school does not follow the course of study prescribed or approved by the department;
- (b) that it has committed a wilful breach of the inter-school rules;
- (c) that it has not attained or does not attain to a reasonable standard of efficiency;
- (d) that it does not maintain a satisfactory standard of discipline; or
- (e) that it appears to the authority empowered to grant recognition for any other reason to be injurious (as defined in Article 126) to the interest of education.

Where recognition is refused to a school under the control of a local body, a copy of the orders shall be sent to the chairman of the local body.



If, when an application for recognition has been made to the proper authority no reply is received from that authority for three months, it shall be presumed that recognition has been granted.

**Application and procedure for recognition.**

35. The managers of an institution (for boys) desiring recognition, must submit an application in the prescribed form (appendix 2). If the institution is to be recognised as a high school, the Director will inspect the school to decide whether recognition should be granted. If recognition of lesser status is desired, the application should be addressed to the Inspector of Vernacular Education. The Inspector, on receipt of such an application, shall inspect the institution:—

- (a) in person, if it is an anglo-vernacular middle school;
- (b) through the medium of the district inspector, if it is a vernacular school.

He shall then forward his report or that of the district inspector to the Director of Public Instruction, who shall accord or withhold recognition notifying the Inspector and the Deputy Commissioner of the district of his decision. In the event of his rejecting the application, the Director shall state the reasons for the rejection, in writing, to the managers.

In the case of girls' schools all applications for recognition shall be submitted by the managers to the Inspectress of Schools, who shall inspect the school in person. Thereafter the procedure shall be the same as that prescribed for the Inspector of Vernacular Education.

**Application when admissible.**

36. No school shall be eligible for recognition until it has been in existence for at least six months and has fulfilled the first six conditions under Article 30 (b).

**Inspection by Government of colleges and schools.**

37. Every college and recognised school, with its account-books, registers, and other records, must be open to inspection at all reasonable hours by the authorised inspecting officers of the University or of the department, by the executive officers of Government and by any director or assistant director of public health, or civil surgeon or assistant surgeon deputed by Government to examine

the health of the students and the sanitary conditions of the buildings and premises.

NOTE.—In addition to the above any distinguished non-official or official visitor is ordinarily at liberty to visit a Government school for boys at any time with the assent of the head master or the master in charge of the school. Should, however, the visitor wish to deliver an address, or desire that a holiday should be granted in honour of his visit, the head master should obtain the consent of the president or the vice-president of the managing committee of the school, or, where there is no such committee the consent of the Director.

38. Every recognised college and school must submit **Submission of annual returns.** punctually in the prescribed form such annual and periodical returns and such other reports as may be required by the department.

39. The department may exclude from employment **Exclusion of undesirable persons as teachers.** in any recognised school a teacher whose certificate has been withdrawn, or who has, after due enquiry, been declared by the Director unfit to be a teacher.

In aided schools, the dismissal of permanent teachers must receive the final sanction of the Director.

NOTE.—Teachers who contribute to the school provident fund shall be deemed to be permanent teachers.

40. Anything in the above rules notwithstanding, the **Right of Government to withhold or withdraw recognition.** Local Government reserves to itself the right to withhold or withdraw recognition from any institution without cause assigned.



## CHAPTER IV.

### GENERAL RULES FOR COLLEGES AND RECOGNISED SCHOOLS.

#### SECTION A—BUILDINGS AND EQUIPMENT.

##### Sites.

41. In selecting a site for a college or school building, care should be taken that the locality is healthy, the neighbourhood respectable, and that there is room for playgrounds and possible expansions.

##### Plans.

42. Approved plans for primary, middle and high school buildings will be found in appendix 3 (i), (ii) and (iii).

In cases where the approved plans are not entirely suitable the principles embodied in these rules should be followed when schools are being built. The most important of these principles are:—

- (a) Buildings should face north and south, with a verandah on the south side.
- (b) Lighting should be from the north as far as possible on which side there should be no verandah.
- (c) In each class room the main light should come from the left of the pupils. In no circumstances should there be a large window immediately facing or immediately behind the pupils.
- (d) There should be a floor space of at least 10 square feet per pupil in the case of primary schools and departments, and of at least 12 square feet per pupil in the case of secondary schools and departments.
- (e) Ordinarily the class room should be oblong in shape. From one quarter to one-third of the floor space being occupied by the teacher's desk, black board, etc., the remaining portion of the room in which the pupils are seated should be approximately square.

(f) (i) There should be a floor space of not less than 45 square feet per boarder in a dormitory for boys. Chief Commissioner's sanction of the 23rd September 1927.

(ii) There should be 45 square feet  $\times$  12 feet, i. e. 540 cubic feet (minimum) air space per occupant of a dormitory for boys. The height of rooms in the plans from the hygienic point of view should not be taken as more than 13 feet and therefore any excess over this height should be disregarded in calculating the air space of a dormitory.

43. It is the duty of local authorities and school managers to maintain their school buildings in a state of proper repair. Repairs.

44. Save as the Government may permit, the buildings of an aided college or school may not be used for other than educational purposes, except with the permission of the Government. General.

45. The duty of providing necessary furniture and equipment rests, in the case of all recognised schools, with the local authority or school managers concerned. Duty of supplying equipment.

46. A list of the furniture and equipment prescribed for primary and vernacular middle schools for boys will be found in appendix 4 (i) and (ii). The Inspector of Vernacular Education will advise as to additional requirements for anglo-vernacular schools for boys. Similarly the Inspectress of Girls' Schools should be consulted in case of girls' schools. Minimum equipment.

47. Every secondary school must be provided with a library, which, in addition to reference books for the teachers' use, should contain a number of story books suitable for boys' reading. It is also recommended that a reading-room should be set aside, in which some daily, weekly and monthly papers and periodicals are provided for the boys to read in leisure moments. Library.

48. Schools will not be recognised for the teaching of science unless adequate science apparatus is provided, and unless facilities are given for practical work to be done by the pupils. Science apparatus.



The list of science apparatus required for middle departments will be found in appendix 4 (iii) and for high classes such a list is prescribed by the University.

**Removal of property registers.** 49. No article may be struck off the school property register and no book removed from the register of library books, unless previously condemned as unfit for further use by some responsible person deputed by the controlling body, for this purpose.

Condemned articles should be sold by public auction and the proceeds credited by the controlling body.

**Addendum as N. B. to Article 49, Frontier Education Code.** N. B.—1. District Inspectors of schools are authorised subject to the approval of the Local Body concerned to strike off unserviceable articles, books or other property from the property or library register in the case of District Board schools for Boys, and the Assistant or Sub-Assistant Inspectress in case of District Board Schools for Girls.

2. In case of the Government and Aided Schools, Director of Public Instruction, North-West Frontier Province, will approve the list of unserviceable articles, books or other property for removal from the property or library register.

#### SECTION B—STAFF.

**College council.** 50. In each Government college there shall be a council constituted for the purposes of consultation on all matters concerning the teaching and discipline of the college. There is no Government college at present in the Province.

Every aided college must be governed by a body whose constitution has been approved by Government. The duly appointed secretary to this body will be the corresponding agent of the college recognised by Government. Every change of secretary must be notified to the Director under the signatures of the new secretary and chairman of the governing body. Every new election to the governing body must be reported to the Director.

The Principal of a college is responsible for the maintenance of discipline, in accordance with the rules laid down by the University and regulations of the department.

The Principal, in consultation with the president or chairman of the governing body of the college may prohibit students from attendance at any meeting which they jointly deem unsuitable or unseemly.

51. The head master of a school is responsible for its internal organisation and discipline. It is his duty to see that the school premises are kept clean and that due care is taken of the school property. He is required to supervise the work of his assistant teachers, which he should test partly by periodic examinations of the pupils, but chiefly by frequent personal inspection of the classes while at work and by checking the work books of teachers. In large schools care should be taken that his teaching work allows him time for this duty. He is also responsible for (a) the collection of school fees, (b) the proper maintenance of prescribed registers, and (c), the supply of any returns required by the department. Head master's duties.

Copies of all notes by the Deputy Commissioner, district judge or sub-divisional officer on anglo-vernacular schools for boys should be sent by the school authority to the Inspector of Vernacular Education. Their notes on any vernacular school that they may visit should invariably be forwarded to the district inspector of schools concerned. The inspector or district inspector as the case may be, should note what action, if any, has to be taken, and should forward a copy of his orders to the officer, who originally noted. That officer, if he then considers it necessary, will communicate further with the inspector or district inspector on the subject either in writing or by consultation, as may be appropriate. Should it be so desired, reference may be made by either party to the Director through the usual channel or direct as the case may be. In the case of girls' schools a similar course should be followed, *mutatis mutandis*.

Should His Excellency the Governor note in any school inspection book of a boys' school, a copy of his remarks should at once be sent to the Inspector of Vernacular Education. The Inspector should note what action has to be taken and should forward to the Director forthwith a copy of His Excellency's remarks with his notes on the action required. A similar course should be followed in the case of inspection notes by the Hon'ble Minister or the Hon'ble Executive Councillor. In the case of girls' schools a similar course should be followed.

52. All pupils' funds shall be managed and careful account thereof maintained by the head master, who shall be responsible for ensuring that each fund is utilised for the purpose for which it is intended, and that all balances Deposits of pupils' funds.



are kept in the post office savings or other approved bank. Only in absolutely unavoidable circumstances may balances be retained in hand.

**Order book.**

53. The head master should keep an order book in which all instructions given by him to teachers, alterations in the distribution of work, cases in which corporal or other serious punishment is inflicted, all general orders issued to the school (e. g. changes of school hours), and other similar matters, should be recorded.

**General duties of staff.**

54. The duties of the members of the school staff are not confined to their actual teaching work in school. In addition to such correction of exercise books, preparation of lessons, supervision of detention classes, etc., as may be necessary out of school hours, every teacher is expected to take an interest in the organised games of the school. Any assistant teacher may be called upon by the head master to supervise the school games for at least one afternoon in the week. Teachers are further expected to acquaint themselves with the general conduct of their pupils outside the class-rooms.

**Attendance of teachers.**

55. The attendance of teachers in secondary schools must be recorded in a book kept for the purpose. Teachers should not leave the school premises during school hours without the permission of the head master.

**Official communications from teachers.**

56. Assistant teachers are not allowed to address official communications to officers of the Department save through their head master, but they may bring any matter personally to the notice of an inspecting officer on the occasion of his visit to the school.

**Pecuniary dealings with pupils.**

57. Teachers are not permitted to borrow money from their pupils or to have any pecuniary dealings with them in a private capacity.

**SECTION C—DISCIPLINE.****Rustication and expulsion.**

58. The rustication or expulsion of a pupil requires in all cases the sanction of the managing body, or, in the case of Government schools, of the Director. In the case of board vernacular schools for boys the sanction of the Inspector of Vernacular Education shall ordinarily be sufficient. Information of all such cases should be sent to the Department.

The rules for the admission, transfer, withdrawal, residence, rustication and expulsion of college students, are contained in the University regulations.

The following are some standard forms of punishment for school students:—

- (i) Impositions.
- (ii) Detention, including extra drill.
- (iii) Fines.
- (iv) Corporal punishment.
- (v) Rustication.
- (vi) Expulsion.

NOTE.—The first three of these punishments, should be referred by the master, who inflicts them, to the headmaster, for confirmation; corporal punishment should be imposed only by the head master and only in exceptional cases. Rustication or expulsion may be imposed only after consultation with the managing committee where such exists.

Expulsion should be used only in the case of very grave offences. The conditions which justify its use are these:—

- (a) When there is no reasonable prospect of the moral reformation of the culprit.
- (b) When the retention of the culprit in the school will endanger its moral tone.

NOTE.—A student expelled for misconduct cannot be admitted to another school without the express sanction of the Director, if he belonged to a high school, or the Inspector of Vernacular Education in other cases.

Rustication should rarely be employed and should not be imposed for less than three months. It may be regarded as an alternative to corporal punishment in cases where the parents object to that punishment, or where that punishment is otherwise objectionable.

In all cases of rustication or expulsion a statement of the case must be drawn up and approved by the authority concerned. It should state clearly the nature of the offence committed and the evidence on which the decision is based. One copy of the order passed must be forwarded immediately to the Director, in case of a high school and to the Inspector of Vernacular Education, in case of a middle school, and another, under registered cover, to the parents or guardian of the pupil, together with the express direction that in case he was to appeal to the Director or the Inspector of Vernacular Education, as the case may be, he may do so with-

in 20 days of the receipt of the order. The parent or guardian of a pupil, who is punished with rustication or expulsion may appeal to the Director or Inspector of Vernacular Education against the order of the authority provided that any such appeal must be received in the Director's or Inspector's office within 20 days from the date of the receipt by the parent or guardians of the order appealed against. If no petition of appeal be received in the Director's or Inspector's office within the specified period, the Director or Inspector will confirm such order, or diminish or increase the punishment.

**NOTE.**—Pending the decision of the appeal a student rusticated or expelled shall not attend school, though his name will continue to be borne on the rolls. If the appeal is allowed, but not otherwise, he will be required to pay fees for the period during which the appeal was under consideration.

If the officer, to whom the appeal is made, considers that the facts admitted by the petitioner are sufficient to warrant the action taken, he will dismiss the appeal. In all other cases he will forward a copy of the petition of appeal to the Secretary to the Committee if the school is an aided school, otherwise to the head master, for report. The report should contain a specific reply to each of the allegations contained in the petition, and such further comments as may be necessary.

After considering the report the appellate authority may either dismiss the appeal, set aside the order, or proceed in person or depute one of his subordinates not below the rank of a district inspector to hold a further enquiry into the case. On the result of such enquiry the appellate authority will pass such orders as he may think it fit.

Orders of expulsion and of rustication are published by the Director. Copies of all orders of this nature passed by a managing committee and confirmed by the Inspector of Vernacular Education, must be forwarded to the Director without delay.

#### **Corporal Punishment.**

59. The head master is permitted to inflict corporal punishment for serious misconduct. In every such case a copy of the entry in the Order Book should be sent to the parents or guardian of the offender.

Corporal punishment should be used:—

- (a) In the case of grave offences which are not serious enough to merit expulsion. Instances of



such grave offences are insubordination, lying, cheating, bearing false tales about others, making false excuses,

- (b) In the case of a continued repetition of minor offences, which minor punishments have failed to check.

60. Cleanliness of person and clothing must be enforced among the pupils of all schools. A pupil presenting himself in such a condition as to be unfit for admission shall be excluded from the school for that meeting and treated as absent without leave. **Cleanliness to be enforced.**

61. Minor cases of indiscipline, e. g. neglect of studies, may be punished by assistant teachers upto the limit of authority delegated to them by head masters. The ordinary punishment for minor school offences should take the form of extra tasks or detention after school hours. The head master should appoint a teacher to supervise the pupils so detained. **Minor offences.**

62. The use of tobacco or intoxicants by pupils is strictly forbidden. It is the duty of teachers to use every endeavour to prevent the sale of cigarettes to school pupils. **Tobacco and Intoxicants.**

63. Fines should only be inflicted by the head master for non-payment of fees, absence without leave, damage to school property, gross uncleanness, constant unpunctuality, and similar offences. In case of Government schools fines should be credited to the sports fund of the school, unless required for the replacement of damaged articles of school property. **Fines.**

Fines should be inflicted:—

- (a) In cases where the guardians of pupils are partly to blame, e. g. in case of late attendance. It is within the power of guardians to see that their wards leave home in proper time.
- (b) In cases where a master wishes to attract the notice of a guardian to a particular offence.
- (c) In cases where damage has been done, the fines should then be used to pay the cost or part of the cost of repairing the damage.

NOTE.—Fines imposed under this or any other article of the code shall be realised along with the tuition fees falling due after such imposition, in the manner prescribed in Article 103 of the code. **Correction slip No. 18-B, D.P.I. No. 388/F/35. dated the 1st September, 1936.**

**Pupil forbidden  
to address the  
Department.**

64. Pupils are not permitted to address the Department on school matters. An officer of the Department receiving such a communication should return it at once to the head master for disciplinary action. Communications from parents or guardians on school matters will naturally receive proper attention.

**Forbidden  
practices.**

65. The following practices are strictly forbidden:—

- (a) Spitting in or near the school building.
- (b) Smoking in or near the school building or on the way to or from school.
- (c) The use of drugs or intoxicants.
- (d) Any form of gambling.
- (e) Disfiguring the school furniture or building.
- (f) Loitering or noisy behaviour in school premises.

NOTE.—In view of the permanent injury to the constitution that is likely to result from acquiring the habit of tobacco smoking at an early age, every effort should be made by heads of educational institutions to discourage the practice. School boys should be prohibited from smoking, and breach of this rule within or outside the school premises should be regarded as a serious offence. They should be warned against a habit which is likely to be injurious to their growth. Teachers should not smoke on the school premises during school hours.

66. No pupils of Government, board or aided schools may attend political meetings. Should any doubt arise as to whether a meeting is political or not, the decision will rest with the head master. If the head master is unable to decide whether a meeting is political or not, he should refer the question to the local executive authority.

#### SECTION D—ORGANISATION OF SCHOOL WORK.

**School year.**

67. The school year begins on April 1st and ends or March 31st.

**School vaca-  
tions.**

68. The vacations in all kinds of public secondary schools and training institutions shall ordinarily be as follows:—

- (a) In the plains 10 days in March or April and two months in July and August.
- (b) In the hilly areas 10 days in March and April, a fortnight in September, and one month in January.

**Correction Slip  
No. 35. G. O.  
No. 20975-D.  
D/1/4, dated  
11-6-1938.**

The vacations in board Lower middle and Primary schools shall be determined by the Department in consultation with the Local Bodies concerned. Ordinarily, two vacations not exceeding 20 days in the aggregate during the harvest seasons and six weeks in Summer for schools situated in the plains, and two vacations not exceeding 15 days in the aggregate during the harvest season and one month in Winter for schools situated in hilly areas be given.

NOTE.—(1) Special periods may be fixed, with the sanction of the Department in the case of schools situated in hill districts, but the period of vacation shall in no case exceed the limit specified above.

(2) In the case of girls' schools the period of each vacation can be varied at the discretion of the Inspectress in consultation with the Director.

69. The number of miscellaneous holidays should not exceed 43 in the year, exclusive of Sundays.

The following holidays are authorised for all kinds of recognised schools.

Miscellaneous  
holidays.

Correction Slip

No. 26. G. O.

No. 16549-D.

D./1/4, dated  
dated June

1937.

Correction Slip

No. 49 G. O.

No. 4301-D.

D./1/4, dated  
4/5th February,  
1940.

#### *General Holidays.*

Proclamation day, 1st January	...	1
King Emperor's birthday	...	1
Total	...	2

#### *Christian Holidays.*

Easter holidays	...	3
Christmas holidays (24 to 31 December)	...	8
Total	...	11

#### *Muslim Holidays.*

Id-ul-Fiter	...	2
Id-ul-Zuha	...	2
Muharram	...	3
Akhri Charshamba	...	1
Id-i-Milad	...	1
Shab-i-Barat	...	1
Jumat ul Wida	...	1
Total	...	11



*Hindu Holidays.*

Pasant Panchmi	...	1
Shivratri	...	1
Holi	...	2
Baisakhi	...	1
Salono	...	1
Janam Ashtmi	...	1
Dusehra	...	3
Devali	...	1

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Total ... 11

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*Sikh Holidays.*

Guru Nanak Dev's birthday	...	1
Hola Mohalla	...	1
Guru Gobind Singh's birthday	...	1

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Total ... 3

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Special and Local Holidays ... 4

A holiday may also be given in boys' schools on the last Saturday of every month for school sports.

In addition to the above, a weekly half holiday may be given on Friday.

Secretary to  
Government  
N.-W. F. P.

NOTE.—Primary schools may be closed on Friday instead of Sunday.

Education De-  
partment No.  
23899/11/63,  
dated 4th De-  
cember, 1953.  
School hours.

All high schools and colleges run by Government should observe their weekly holiday on Friday and should remain open on Sunday.

70. The hours for opening and closing government and aided high schools shall be fixed by the head master, and for other recognised schools by the local bodies or managers concerned after consideration of the season, locality and class of pupils and subject to the restriction that the total weekly period of secular instruction (excluding the time allotted to drill and recess) does not exceed the following limits:—

Class I	...	18 hours.
Class II and III	...	21 "
Class IV	...	24 "
Secondary classes	...	30 "

A suitable distribution of time over the several subjects is shown in the scheme of studies issued by the Department.

The time table for Friday may be arranged on the same lines as for other days, but the duration of each period may be so reduced that the school work is done for full three hours.

71. A school meeting is a period of not less than two hours' secular instruction in secondary schools or of one and a half hours in primary schools. In no case shall more than two school meetings be counted on the same day. **School meeting.**

72. At the beginning of the school year it is the duty of the head master to prepare a time table for each class, which should be hung up in the class-room. Time tables are subject to revision during the course of the year if necessity arises. **Time tables.**

An abstract from these time tables should be kept in the head master's room, showing:—

(1) the number of periods per week allotted to each subject in each class,

(2) the names and qualifications of the teachers taking each subject,

(3) the number of periods per week assigned to each member of the staff, which (excepting the head master) should in no case be less than 33 out of a total of 37 teaching periods (per week), each of 45 minutes duration, excluding the one period assigned as to one half for drill and one half for recess. **Correction slip No. 1, dated the 29th August, 1928.**

NOTE.—A period should not ordinarily exceed 50 minutes in length or, in the case of primary schools, 30 minutes.

Specimen time tables for primary schools are given in appendix 5 (i) and (ii).

73. As far as is consistent with efficiency, the work of each class in a secondary school should be assigned to a single teacher, who shall be called the form master. He will not, however, be required to teach vernacular and classical languages. The form master is responsible for the registers of the class and for the appointment of monitors (see Article 75). He will be expected to take a personal interest in the general progress, character, and welfare of the pupils in his class. **Form masters.**

**Scheme  
work.**

of 74. Assistant teachers should draw up at the beginning of the school year schemes of work for each subject entrusted to them, showing the amount of ground they propose to cover in each working month of the school year. Due provision should be made for periods of revision. These schemes must be approved by the head master, who should also satisfy himself from time to time that they are being followed. The system of work books is recommended as an assurance of permanent record.

The curricula prescribed by the Department or the University must be followed.

**Monitors.**

75. Each form master should select a boy to act as monitor of his class, assigning to him definite duties and privileges. A monitorship should be regarded as a reward for good character and good work, and different boys should be appointed from time to time throughout the year to hold this office.

**Registers.**

76. (i) The following registers must be maintained in all recognised schools:—

- (1) Register of admission and withdrawal;
- (2) Daily attendance register;
- (3) Log book;

and (ii) in secondary schools:—

- (4) Order book;
- (5) Teachers' attendance register;
- (6) Conduct register and report book;
- (7) Statistical register;
- (8) Library register.

**Admission re-  
gisters.**

77. The forms in which registers mentioned in Article 76 (i) should be kept are given below:—

- (1) Register of admission and withdrawal—
  - (a) serial number,
  - (b) name of pupil,
  - (c) date of admission,
  - (d) father's name, caste and occupation,
  - (e) Name, residence, and occupation of guardian,
  - (f) residence of pupil, whether with parent, guardian in hostel or in mess,



- (g) date of birth (year, month, and day),
- (h) in the case of a pupil admitted from another school, the name of the school, the class in which he was reading, and the number and date of his transfer certificate.

N. B.—Transfer certificates should be filed for reference.

- (i) class into which pupil is admitted,
- (j) rate of tuition fee,
- (k) signature of parent or guardian if it is a case of first admission to any school and not one of transfer from one school to another,
- (l) class from which withdrawn,
- (m) date of withdrawal with reasons,
- (n) head master's signature,

(2) *Daily Attendance Register*.—The following are the rules for the maintenance of the daily attendance register:—

- (a) The register shall be in the form given in appendix 6.
- (b) The register shall be marked immediately after the opening of every school meeting.
- (c) Presence must be marked by an oblique line (/) and absence by a horizontal line (—).
- (d) The register must be closed within 15 minutes of the opening of each school meeting.
- (e) Before the register is closed it must be completed by the entry of one of the following signs above each mark of absence; S (sickness), L (leave), A (absence without leave), / (presence), ' / (late), i. e. absence at roll call, but presence before the register is closed.

The register when completed, will therefore, contain only the following signs:—

/ (presence), ' / (lateness), S (sickness), L (leave) A (absence without leave).

- (f) Late comers will not forfeit their attendance for a meeting, but should be punished by detention after school hours, or in the case of habitual offenders, by fines.
- (g) At the time of marking the registers entries must be made directly in the registers in ink. There should be no blanks and no erasures.

Corrections when necessary should be made in red ink, and initialled.

(3) *Log Book*.—The log book is intended for the entry of remarks by inspecting officers and other visitors to the schools:—

NOTE.—“Other visitors” may include all civil officers holding a rank corresponding to or above that of a Naib Tahsildar or Superintendent of Police, and members of district boards and municipal committees.

(2) Male visitors including inspecting officers of the Education Department are forbidden to enter the precincts of a “pardah” girls’ school except with the express permission of the managing committee.

The annual statistics required for the Log Book will be found in appendix 7. These will be filled in by the inspecting officer at the time of the annual inspection from data which should be prepared by the head master before the arrival of the officer.

Account  
registers.

re-

78. In addition to the registers mentioned in Article 76, the following account registers should be maintained by all secondary schools:—

- (1) Fee register;
- (2) Acquittance roll of scholarship holders, (in schools where any scholarship holder are reading);
- (3) Acquittance roll of teachers;
- (4) A stock book of school furniture and equipment;
- (5) Cash book;
- (6) A contingent register;
- (7) A punishment register;
- (8) A book containing the proceedings of the managing committee where such exists;
- (9) A diary to be kept by the head master for recording all important events in the life of school, such, for example as visits of inspecting officers and others, celebrations, unusual occurrences in the school and school examinations.
- (10) Teachers’ leave register;
- (11) Prize account book;
- (12) Library account book;
- (13) Athletic account book;

- (14) Work book containing the scheme of work proposed for each class month by month and the work actually done;
- (15) Books containing a record of the supervision work done by the head master;
- (16) A register showing the results of the examination of candidates for admission.

NOTE.—Although the maintenance of separate registers for the prize, library and thletic funds is required, it is not desirable that there should be separate savings bank accounts for each of these funds. Each school should have one consolidated savings bank account, while the different registers should show how much of the sum in that account belongs to each of the different funds.

79. Every boy on his first admission to the secondary **Report book.** department of a recognised school must purchase a Report Book in the form prescribed in appendix 8.

The entries in the Report Book will be filled in terminally by the teachers under whom he has worked and signed by his form master. At the close of the term, the Report Book will be sent to his parent or guardian, whose signature or thumb impression, signifying that he has seen the report, should be affixed in the place reserved for the purpose.

A fine of 8 annas is prescribed for the loss of a report book; but should the head master be satisfied that the loss was intentional, a more severe penalty should be inflicted. In all such cases duplicate books should be issued. All entries in the report book will agree with those in the house examination register kept for the purpose (vide Article 78).

A pupil on transfer to another school must take his report book with him to be presented along with his leaving certificate to the head master of that school.

#### SECTION E—RULES FOR THE ADMISSION AND WITHDRAWAL, LEAVE AND PROMOTION OF PUPILS.

80. No pupil may be admitted to a school, who has **Age limit.** not attained the age of five years, and pupils over 20 years of age should not be allowed to remain in a school unless there is a special reason for their retention.

NOTE.—The rule regarding the age up to which pupils may remain at school may be relaxed in the case of girls with the special permission of the Inspectress and in case of boys, that of the Inspector of Vernacular Education.



Responsibility  
for age entries.

81. Headmasters are required to use every endeavour to ensure that the age of pupil is recorded with scrupulous accuracy on his first admission to a school, and to make it clear to the parent or guardian that the date of birth when once recorded will not subsequently be changed. Headmasters are personally responsible for the accuracy of all subsequent age entries made regarding pupils in their schools whether in registers, certificates or applications to appear in a public examination.

When a pupil is admitted for the first time to any school, the father or natural guardian of the boy should accompany him and declare in writing that the boy has never before attended any school and should declare also in writing the age of the boy in years, months and days, calculated according to the English method. Where it is not possible for the parent or natural guardian to accompany the pupil, a person authorised in that behalf in writing should do so.

Correction slip  
No. 102.

NOTE—(i), (ii) and (iii) of article 81 be substituted by the following notes.

NOTE.—No change shall be allowed.

(a) if the first admission form was signed by, or bear the thumb-impression of the father; or

(b) If calculating from the newly proposed date of birth, it is found that the age of the student was less than five years at the time of his first admission in the infant class, or would have been less than 5 years if he had been admitted in the infant class in the case of a student, who was first admitted in a Higher Class.

(ii) Application for change of the birth must be made on the prescribed form as revised, before the 30th September, of the year in which the student joins the 5th class for the first time.

Application regarding students who do not join the 5th class must be made before the 30th September, of the year in which their tenth birth day falls.

Application of students of all classes studying in schools at the time these Rules come into force will only be considered if submitted within 3 months of the date of enforcement of these Rules.

(iii) The application fee for application for change of date of birth shall be Rs. 10.

Misrepresentation  
of age.

82. A candidate for a public examination misrepresenting his age will not be sent up for that examination and will be liable to expulsion from the school and exclusion from future examinations.

83. No pupil shall be admitted into a recognised school for the first time unless an application for his admission is made, in writing, by his parent or guardian (see appendix 9). **Conditions of first admission.**

In case of a personal application, a written application should be made out by the head master and the signature or thumb impression of the applicant affixed in his presence.

When a pupil is admitted for the first time to a primary school, the father or duly accredited guardian of the boy should accompany him and declare that the boy has never before attended any school; and should, if he has no birth certificate, declare also in writing the age of the boy in years, months and days, calculated according to the English method.

84. No pupil, who has previously attended a recognised school shall be admitted to another except on the production of a leaving certificate (see appendix 10) from his former school. An applicant for admission, who has previously studied in a secondary department of an anglo-vernacular school must, in addition to his leaving certificate, produce his report book (vide Article 79) in order to obtain admission. **Conditions of admission on transfer.**

85. Application for a leaving certificate must be made by the parent or guardian of a pupil in person or in writing within one month of his withdrawal or, in the case of a pupil, who appears at a public examination, within one month of the publication of the results. **Applications for leaving certificates.**

NOTE.—A fee of 8 annas will be charged for a leaving certificate if the application is received after the expiry of the above period. In case of loss of a leaving certificate a duplicate copy may be issued on payment of a fee of Rs. 2. The head master receiving an application for such a duplicate copy will make such enquiries as are possible, to find out where the holder has been during the time which has elapsed between the date of withdrawal from his previous school and the date of issue of the duplicate copy.

86. A head master receiving a proper application must grant the leaving certificate at once, or, if he thinks fit to withhold the certificate, he must state the reasons for his refusal to the applicant in writing. A copy of all leaving certificates issued must be kept in the school records. **Grant of leaving certificate.**

Reasons for which certificates may be withheld.

87. A leaving certificate for which proper application has been made can only be withheld for the following reasons:—

(i) If the pupil is leaving the school for disciplinary reasons, i. e. owing to rustication or expulsion or in order to avoid punishment.

(ii) If the school dues of a pupil are not fully paid.

N.B.—In the latter case, if the dues are paid within three months of the pupil's withdrawal, the leaving certificate should be granted. If the dues are paid after three months an additional fine of Rs. 2 per mensem will be levied before the leaving certificate is granted, subject to a maximum of Rs. 6.

Director of Public Instruction's No. 9866, dated the 2nd August 1929.

Officers who can authorise admission.

The additional fine of Rs. 2 per mensem is to be calculated as from the expiry of the first three months and not from the date of withdrawal.

88. If a Leaving Certificate is refused, an appeal shall lie to the Director in the case of high schools for boys, to the Inspector of Vernacular Education in the case of middle schools for boys, to the district inspector in the case of primary schools for boys and to the Inspectress in the case of girls' schools. If the officer receiving the appeal considers, after due enquiry, that the certificate was refused for insufficient grounds, the admission of the pupil to a recognised school may be authorised.

Date of admission into primary schools.

89. A pupil may be admitted to a primary school or the primary department of a secondary school at any period of the school year.

Date for admission into Secondary schools.

90. A pupil may only be admitted or readmitted into the secondary department of a recognised school during the first six weeks of the school year, that is between April 1st and May 15th of each year; provided that a pupil whose change of school or temporary absence from school has been necessitated either by ill health or by change of residence on the part of the parent or guardian with whom he resides may be admitted at the commencement of any month during the year.

Candidates who have failed in (i) the Matriculation and School Leaving Certificate Examination of the Punjab University or (ii) in the Anglo-Vernacular or Vernacular Middle School Examination of the North-West Frontier Province may be readmitted within three weeks of the official publication of the results of their respective examinations.



91. (a) Leave may only be granted to a pupil by the headmaster on receipt of a written or personal application from his parent or guardian. Leave from schools.

(b) A pupil of a secondary school absent without leave shall pay a fine not exceeding one anna for each day or part of a day during which he is absent. Headmasters of all secondary schools may remit the fines thus imposed in case the absence is due to illness or other valid reason which shall be recorded. No fines shall be imposed in primary schools. Correction slip No. 4 and 18 D. P. I. N.-W. F. P. No. 389-F-35, dated the 1st September 1936.

(c) The name of any boy who is absent from school for six consecutive working days without leave shall be struck off the roll, provided that due warning has been issued by the headmaster to the parent or guardian of the absentee at least three days before such action is due. A boy thus struck off may be readmitted at the discretion of the head master.

(d) A student whose name has been withdrawn or removed should be required on readmission to the same school, to pay all fees and fines due from the beginning of the session or for the period for which he has not already paid, whichever period is less, and a fee for readmission unless he can show to the satisfaction of the headmaster.

(1) that he has been reading in an equivalent class in another institution, or (2) that he has been absent owing to sickness or other good cause.

92. A pupil on admission from a recognised school shall not be placed in a higher class than that in which he was reading at his previous school unless his leaving certificate states that he had qualified for promotion to the next higher class. He may, however, be placed in a lower class if the head master finds him unfit for the class to which he would ordinarily be admitted. Classifications of pupils on admission.

Head teachers of vernacular middle schools to which boys coming from primary schools with transfer certificates wish to be admitted are not bound to take them into the class for which they are said to be fit in the transfer certificate. An entrance examination of such candidates for admission may be held by the head teacher of the school to which the boy is to be admitted, and if his examination is not favourable to the candidates they may be given the option of joining a lower class or of going to other schools.

All questions arising under these rules should be referred to the district inspector of schools, from whose

decision an appeal may be made to the Inspector of Vernacular Education, whose decision will be final.

When a pupil is examined on admission to a school, the examining officers' opinions and recommendations must be duly recorded, signed by them and initialled by the head master in a register kept for the purpose. The head master will record in the same register the class to which the pupil is admitted. This register must invariably be shown to the inspecting officer when he visits the school.

A pupil coming from a school in another province or state who wishes to join a recognised school in the North-West Frontier Province, must produce a transfer certificate countersigned by the inspector within whose jurisdiction lies the school from which the transfer is made.

**Class  
tions.      promo-**

**93.** In anglo-vernacular schools for boys the promotion of pupils from class to class rests entirely with the head master except in the case of promotions to the 9th class which will entirely depend upon success in the North-West Frontier Province Anglo-Vernacular Middle Standard Examination. No exception will be allowed. Cases which may arise from the *bona fide* transfer of the parent or guardian from other provinces of India to the North-West Frontier Province may be brought to the notice of the Director for special orders.

Special promotions in secondary classes of all kinds of schools during the course of the year are not admissible.

Double promotions on the result of the annual class examination can only be allowed if all of the following conditions be fulfilled viz :—

(1) That the pupil concerned has passed each of the two terminal tests of his own class in all subjects and in each test has obtained not less than 70 per cent. of the aggregate marks.

(2) That the head master or head mistress of the school at the time of annual inspection or previously brings the case to the notice of :—

- (a) The Director of Public Instruction in the case of a pupil of an anglo-vernacular secondary school.
- (b) The Inspector of Vernacular Education in the case of a vernacular secondary school, and
- (c) The Inspectress of Girls' Schools in the case of a pupil of a girls' secondary school.

(3) That the inspecting officer then sanctions the admission of the pupil to the class promotion examination of the next higher class.

(4) That the pupil passes such higher class promotion examination.

(5) That double promotion may only be given once in a secondary school career.

(6) That the boy or girl concerned be considered by the inspecting officer to be physically fit for the more advanced work.

In vernacular schools promotion shall be under the control of the Inspectress in the case of all girls' schools and of the district inspector in the case of boys' primary schools and primary departments, except that the promotion of pupils from the 1st primary class to the 2nd primary class may be allowed at the discretion of the head master at the commencement of any month during the year. Promotions in middle classes of vernacular-middle schools for boys are subject to the control of the Inspector of Vernacular Education.

94. Head masters of recognised schools are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular Middle school, Anglo-Vernacular Middle and Matriculation School Leaving Certificate Examinations, provided that such pupils have attended the school with regularity and are of good conduct, and have also passed in all compulsory subjects at the test examination. **Presentation of candidates for examinations.**

N. B.—Candidates for the vernacular middle and anglo-vernacular middle standard examination must attain 75 per cent. of the possible attendances in the nine months immediately preceding the examination. In the case of pupils desiring to appear for the Matriculation School Leaving Certificate Examination the rules prescribed by the University regarding regularity of attendance should be followed.

#### SECTION F—TUITION FEES.

95. (a) Tuition fees shall be levied in Government colleges at the following rates per mensem :— **Rates of fees in Government colleges.**

Intermediate Classes :—	Rs.
First year for twelve months	... 10
Second year for twelve months	... 10



B. A. or B. Sc. Classes :—	Rs.
First year for 12 months	... 12
Second year for 12 months	... 12
M. A. or M. Sc. Classes :—	
First year for nine months	... 15
Second year for ten months	... 15

A second tuition fee for the same month shall not be charged from a student migrating to a Government from a non-Government college affiliated to a recognised university.

An additional fee of Rs. 2 per mensem shall be levied from students taking an honours paper or papers in the B.A. examination of the Punjab University.

(b) In addition to the above the following fees shall be levied from students taking science subjects :—

	Rs.
Intermediate classes :—	Per annum.
For students taking Physics	... 9
For students taking Chemistry	... 9
For students taking Biology	... 12
B. Sc. Class	... 20
M. Sc. Class a maximum of	... 30

An additional fee of Rs. 10 and Rs. 20 per annum shall be levied from students taking experimental physiology in the B. A. and M. A. classes, respectively. In the case of a student migrating from a Government college to a college under other management or vice versa during the course of the year, the fees for science subjects shall be levied in proportion to the number of months during which he has been or will be, on the rolls of the Government college concerned.

A student who has been permitted to give up the study of science subjects during the course of the year shall pay these fees in proportion to the number of months during which he has been studying these subjects in the college.

NOTE.—There is no Government College at present in the Province.

Fees in aided colleges.

96. In aided colleges the rates of tuition fees charged shall not be less than 75 per cent. of the rates charged for corresponding classes in Government colleges.

97. The principal of a Government or aided college may admit deserving students on the score of poverty at full or half the prescribed rate of fee upto a limit of 10 per cent. of the total number on the rolls of the college on the last day on which admissions are permissible by the regulations of the Punjab University. **Remission of fee in colleges.**

98. An entrance fee of not less than Rs. 4 shall be levied from each student on first admission to a post-Matriculation class in a Government or aided institution, provided that students who seek admission to the intermediate class of a four year institution after passing the Matriculation and School Leaving Certificate Examination from the same institution shall not be required to pay a fresh admission fee. **Entrance fee in colleges.**

99. The following are the monthly rates of fees levied in Government secondary schools.— **Rates of fees in Government and Board schools. Correction slip No. 100.**

A. Class.	Boys.	Girls.
V Class	1-8-0	1-0-0.
VI Class	2-0-0	1-8-0.
VII Class	2-8-0	2-0-0.
VIII Class	3-0-0	2-8-0.
IX Class	3-8-0	3-0-0.
X Class	4-0-0	3-8-0.
Junior Special Class	2-0-0	1-8-0.
Senior Special Class	3-0-0	2-8-0.

B. Vernacular Middle Schools boys 5th to 8th 0-5-0.

C. A Lower Middle Schools 5th to 6th 0-10-0

No fees are levied in Government primary schools for boys and girls and Government Vernacular Middle Schools for girls.

This will take effect from 1st September 1949.

Free education for boys upto 8th standard.

Free education for girls upto 10th class.

100. Cancelled vide correction slip No. 101.

**Order in Council No. 88 dated the 10-1-51.**

**Secy. to Government Education Department N.-W.F. P. No. 6691/H. E.—8/33, dated 28-3-53.**

**Definition of agriculturist.**

Levy of entrance and tuition fees in Government and Board schools.  
Correction slip No. 110 G. O. No. 4853/H. E. [D-4, dated 9-3-53.

101. A pupil on the first admission into the secondary department of any anglo-vernacular school under public management shall be charged an entrance fee of Re. 1.

N. B.—The transfer of a boy from one recognised secondary school to another does not mean first admission into the secondary department of the school. No further entrance fee is to be charged in such cases.

Twelve months' fees should be charged even if a boy joins school on the 15th May of the year, exceptions are:—

(i) Pupils who have appeared and failed (a) in the anglo-vernacular middle standard examination of the North-West Frontier Province or (b) in the Matriculation school Leaving Certificate Examination of the Punjab University and have rejoined within three weeks of the publication of results by (a) North-West Frontier Province Education Department, or (b) The University.

(ii) Pupils who have won a scholarship and have joined immediately after the announcement of the result.

(iii) Pupils who have paid their dues in a previous school and come with a leaving certificate.

G. O. No. 6091-T. D. No. 21-102-G., dated the 4th August 1933.

In all three cases fee will be charged as from 1st of the month in which the boy joins the school, subject to the proviso that a pupil who is transferred from one school to another in the course of a single month, shall not be required to pay fees in both schools for that month, whether he attends for the full twelve months or not.

Fees in schools under private management.

102. The minimum rates of fees to be levied in aided schools will be found in Article 141. No rates of fees are prescribed for recognised unaided schools. But the following rules are applicable to all recognised schools in which fees are levied.

Collection fees.

103. All school fees must be paid by the 10th of the month for which they are due; after the 10th a fine of one anna shall be levied for each day that the fee remains unpaid; and if the fee together with the fine thus imposed, be not paid in full by the 20th of the month, the pupil's name shall be struck off the roll. A pupil thus struck off may be readmitted at the commencement of any month during the year at the discretion of the head master provided he makes payment of all his dues including fines incurred but a readmission fee shall not be charged.

All scholarship-holders may pay their fees on the receipt of their scholarships.



104. Apart from reduction in fee rates to agriculturists, the management of a school may grant whole or partial exemption from fees to deserving pupils, whose parents are unable to meet the cost of their education, upto the limit of 10 per cent. of the total enrolment in the secondary department. Pupils so exempted are called free students and every such exemption is called a free studentship. If the management of a school thinks fit, two half free studentships may be substituted for any one completely free studentship, on condition that the limit of ten per cent. of completely free studentships, is not exceeded. The names of all boys enjoying this concession must be notified to the Department, as directed below.

Free  
ship.

Correction slip  
No. 47 Government  
Order No.  
3632-T, D. N.,  
dated 1st July  
1932.

The number of free studentships admissible in a school must be calculated on the enrolment prior to May 16th in case of other schools and June 30th in case of Galyat and Kaghan valley schools, nor is the number liable to alteration owing to fluctuations in the enrolment during the year. A lapsed free studentship may be reawarded.

Correction slip  
No. 112.

In Government and board schools the award of free studentship is made by the head master.

The greatest care should be taken by the head master when awarding free studentships that the pupils to whom these are awarded show special promise in their studies, and a free student, whose work or attendance during the course of the year is not satisfactory, should be at once deprived of his free studentship. The head masters of schools under public management are required to submit to the Department not later than 16th May in each year a list of the free studentships awarded, together with their reasons for the award.

105. In making fee concessions to students on the score of poverty, the authorities of Government, and board institutions shall allot to Muslim pupils, whose parents are poor, 8th/10th of the concessions admissible and the remaining 2/10ths to poor pupils of Hindu, Sikh or other parcentage; provided that poor Muslim pupils shall be held to be eligible for any number of concessions in excess of 8/10th not taken up within a period of two months by poor Hindu, Sikh or other students.

Concession to  
Muslim pupils.

Correction slip  
No. 66. G. O.  
26495-D.D./1-  
71-T.D., dated  
13th October,  
1941.

Concessions to children of teachers and brothers etc. of Director of Public Instruction's No. 14150 dated the 26th August 1930. Correction Slip No. 1.

106. In addition to the fee concession permissible under Article 104 and 105, the following concessions are allowed :—

(i) The children of teachers employed in recognised schools whose salary does not exceed Rs. 70 p. m. and also the children of Army language teachers whose salary do not exceed Rs. 70 per mensem shall be exempted from the payment of fees.

The children or orphans of a retired teacher whose pension is or was not in excess of Rs. 70 per mensem and the children of a teacher who has died in the course of his service and whose pay at the time of his death did not exceed Rs. 70 per mensem shall be eligible for concession to the extent of one child being exempt entirely from the payment of fees and of the others being admitted at half rates.

The same concession will apply to the children or orphans of teachers in schools under local bodies; such teachers are not granted pension but enjoy only the benefit of a provident fund.

Correction slip No. 44. G. O. No. 7063-D. D. 1-71, dated 24-27 Feby. 1939.

(ii) When two or more real brothers and sisters attend the same school or different schools in the province, only the brother or sister in the highest class of a school shall be required to pay the full rate of fee. The fees payable by the other brothers and sisters shall not exceed one-half the ordinary rates.

(iii) The children of religious teachers employed in schools for religious instruction maintained by the Muslims, Hindus, Sikhs and Christians of this province on the recommendation of the Inspector of Vernacular Education and with the approval of the Director, shall be exempted from the payment of fees in the schools for secular instruction.

(iv) A military scholarship awarded under Article 198 will be accompanied by an exemption from tuition fees in the middle department.

D. P. I's. No. 10518-F-20-32-33, dated 24-11-33.

(v) The same concession will apply to sons of teachers :—

- (a) Who belong to the North-West Frontier Province but are employed in a school in the Punjab and
- (b) whose sons are studying in a school in the North-West Frontier Province.

Correction slip No. 91. Government Order No. 40618-H. E.-7-1, dated 19-12-46. (G. B. F-36).

(vi) Children and dependents of :—

- (a) Soldiers fulfilling all the following conditions :—
  - (i) who are enrolled under the Indian Army Act, 1911 or the Indian Air Force Act, 1932, or the Naval

Discipline Act or in the Indian State Forces Units under the crown; and

- (ii) whose terms of services include liability to serve over seas in a theatre of War; and
- (iii) who served in the Great War of 1914-18, or in the World War between the 3rd September 1939, and the date of signing the Peace; and

(b) Members of the Women Auxiliary Corps India, and I. M. N. S. (T) and members of the Civil Pioneer Force and Mercantile Marine, who served during the World War between the 3rd September 1939 and the date of signing the peace, and

(c) A. R. P. Personnel (whether whole time or part time) who have been killed or who died or have been incapacitated owing to wounds or disease contracted while engaged on approved A. R. P. duties; and

Shall be exempted from paying tuition fees upto and including the 8th middle class, provided a certificate signed by the Officer Commanding of the Unit or the Corps or the Captain of the ship, or the Officer-in-charge of Records of the Unit in which the soldier, sailor and Airman, or Member of the W. A. C. (I), I. M. N. S. (T). C. P. Force, Mercantile Marine or A. R. P. Personnel, or Civilian Clerk, is serving or served, is produced to the effect that he/she fulfils the necessary conditions and provided also that he/she is not assessed to Income Tax and/or does not pay more than Rs. 50 per annum as Land Revenue Note:—"Dependents" mean Brothers and Sisters wholly dependent on the applicants.

N.B.—(i) The concessions given under this article apply to children of female teachers also.

(ii) (i) All kinds of fee concessions under the above article, except those under clause (ii) are subject to promotion to the next higher class and to the good behaviour and conduct of the student throughout the year.

No. 24186-H. E.  
No. 84 G. O.  
Correction Slip  
10-4, dated  
20-10-45-(F-5-  
Genl. 44-45).

(2) The concession thus withdrawn may be reawarded in April next if the student secures promotion.

(3) In case the failure to obtain class promotion is due to illness or any other unavoidable cause, the forfeiture of the concession may be waived with the approval of the Department.



## SECTION G—BOARDING HOUSES.

**School board-  
ing houses.**

107. Every recognised school which enrolls boarders shall provide and maintain under efficient control a suitable building for the accommodation of such boarders. The boarding house shall be in a suitable locality and shall be capable of being closed to the ingress of visitors and the egress of boarders at any time.

**Dormitories.**

108. Dormitories shall be not less than twelve feet in height and shall provide a floor space of at least 45 square feet for each boarder to be accommodated.

The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on the dormitory.

**Resident super-  
intendents.**

109. The head master is responsible for the management of the boarding house, but for each separate hostel a resident superintendent shall be appointed.

The superintendent shall under the direction of the head master maintain discipline in the hostel, control the menial staff and satisfy himself that the boarding house premises are kept in a clean and thoroughly sanitary condition. He will furnish a daily report of the attendance of the boarders to the head master and will communicate at once with the head master regarding matters requiring his immediate attention.

**Medical atten-  
dance, etc.**

110. Provision shall be made for regular medical attendance. Wherever possible a suitably located and well ventilated room should be available as a sick room and a suitably furnished room for the use of the medical officer.

**Rules for  
superinten-  
dents and  
boarders.**

111. Two sets of rules shall be drawn up by the head master, one for the guidance of the superintendent and the other for the guidance of the boarders. These rules shall be shown to the inspecting officer for approval at the time of his annual visit. The latter set of rules shall be displayed in a conspicuous place in the boarding house.

**112.** Hostel fees in schools under public management shall be in conformity with rates laid down from time to time in this regard. **Boarding house fees.**

The rate of fees sanctioned for Government schools is:— **Correction Slip No. 111. G. O. No. 6475, dated 5-5-1952.**

(i) Re. 1 each a month from all residents of Government hostels of the 9th and 10th classes of a school.

(ii) Annas eight from boarders of the 8th to 6th classes or if any one of the "Special Classes".

Further such holders of military scholarships are reading in the high classes shall be exempted from hostel fees.

## **SECTION H—COURSES OF STUDY.**

### **VERNACULAR SCHOOLS.**

**113.** The courses of study prescribed for vernacular schools for boys will be found in appendix 11 (i) and (ii) together with a list of the books authorised for use in such schools. **Curriculum for vernacular schools for boys.**

The primary departments of anglo-vernacular schools for boys follow the ordinary course prescribed for primary schools for boys.

**114.** The course of study prescribed for vernacular schools for girls will be found in appendix 11 (iii) and (iv). **Curriculum for vernacular schools for girls.**

### **ANGLO-VERNACULAR SCHOOLS.**

**115.** The courses of study prescribed for the middle departments of anglo-vernacular secondary schools will be found in appendix 12. **Curriculum for anglo-vernacular middle departments.**

**116.** High schools for boys and girls will follow in the high department the courses laid down by the Punjab University for the matriculation school leaving certificate examination in the University calendar. **Curriculum for the high department.**

**117.** A list of books authorised for the use in schools in the province will be published annually not later than the 1st of March and shall take effect from the commencement of the school year. No school maintained or aided by government or from public revenues of any kind shall use any text books other than those specified in the above authorised list. **Text-books.**

The text books prescribed from time to time by the Punjab University for the matriculation school leaving certificate examination will be used in the 9th and 10th classes.

**Courses of study in high departments.**

**118.** Every head master of a recognised high school is required to submit to the Department not later than March 1st of each year a statement showing:—

- (i) the subjects in which he proposes to provide instruction in high department during the ensuing year.
- (ii) the qualifications of the master teaching each subject.
- (iii) the number of periods allotted weekly for instruction in each subject.
- (iv) a time table showing the group of subjects which it will be possible for any pupil to elect to study in one course.

The department will publish annually on or before April 25th a list of recognised high schools, showing the courses of study which each school is authorised to offer for selection to pupils seeking admission into the high department.

The department will also publish on the same date a similar list of recognised middle schools.

**Physical training.**

**119.** Boys should be encouraged to take part in games daily. In addition to organised games one period daily should be devoted to physical training as prescribed for each class.

The form master must either conduct the physical training himself or remain with the class to assist the instructor in maintaining discipline.

#### SECTION I—EXAMINATIONS.

**House examination.**

**120.** Written or oral examinations shall be held in a secondary school at least once every quarter to test the progress of students. The results of these examinations should be recorded in a register specially kept for the purpose.



121. At the close of each quarter, the form master, in consultation with the head master, shall fill in the report book as prescribed in appendix 8 with reference to the following points:—

**Quarterly examinations and report books.**

- (i) the marks gained by each scholar in each subject at his quarterly examination;
- (ii) the attendance and conduct of the pupil during the quarter;
- (iii) the progress as shown by the pupil in his daily written exercises (vide article 122).

122. Teachers when correcting the daily written exercises of their pupils, which must be preserved for examination by the inspecting officer at his visit shall award marks to show the daily progress of the pupil and shall initial and date the work so corrected.

**Marking of daily exercises.**

The following regulations with regard to the daily written work should be strictly observed:—

- (a) A separate note-book must be kept by a pupil for each subject, and this book, (or books, if more than one book is completed during the year) must contain all the written work of the pupil in that subject.
- (b) As a corollary of the above the maintenance of separate note-books for rough and fair work is no longer permissible.

Where it is desirable that a pupil should, for instructional purposes make a fair copy of incorrect or untidy work, the fair copy of the original work should be made on an adjoining page in the same book.

- (c) All written work must be dated by the pupil.

## CHAPTER V.

### GRANT-IN-AID—RULES.

#### SECTION A—GENERAL CONDITIONS.

- Object of grants.** 123. Sums of money are annually set apart from provincial revenues or local funds to be expended, under these rules, in grants-in-aid for the purpose of encouraging and extending enterprise in education.
- Grants under special rules.** 124. Grants may be made, under the orders of Government, for special education and to colleges for general education.
- General conditions of awarding grants.** 125. Grants are given impartially, without reference to religious instruction, to colleges and schools which impart sound secular education. But the bestowal, refusal or withdrawal of a grant rests entirely at the discretion of the local Government or the local body concerned, provided that in the case of the refusal or withdrawal of a grant by a local body an appeal shall lie to the Local Government through the Director.
- Right to determine number of schools in an area eligible for grants.** 126. Grants may, under the orders of the Department, be reduced, suspended or withdrawn at any time, if the tone, discipline, organisation or instruction is unsatisfactory, or for any other serious reason, defined hereafter, provided that, before such action is taken, an enquiry at which the school authority shall be allowed a full opportunity of explanation, shall be made by the department, the result of which shall be communicated to the manager. If the defects are capable of immediate or early removal, the school authority shall on the first occasion, be allowed a reasonable time to be fixed by the Department, within which to remedy them, and if they are remedied to the satisfaction of the Department the grant shall not be reduced or withheld.
- Grants are liable to be withdrawn from a school if the management or the staff of the school take part in agitation directed against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or

of enmity and hatred between different classes of His Majesty's subjects. Grants will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why the grants should not be withdrawn.

Government reserves to itself the right, anything in the rules of this code notwithstanding, to refuse or withdraw any grants at its entire discretion.

127. Government further reserves to itself the right to determine the number of schools in an area which shall receive grants-in-aid in order to meet the needs of education within that area.

128. The Director or Inspector is empowered, for the purpose of assessing the grant to a school, to reduce or disallow expenditure which is obviously lavish or extravagant, whether on account of buildings, equipment, contingencies or menials or on account of teachers who, in the opinion of the Director or Inspector, are paid excessive pay or whose time is economically spent in teaching very small classes or which is inadmissible under these rules.

129. Whenever under these rules the order or sanction of the Department is required, the order or sanction of the Director is meant. Whenever the sanction of the Inspector of Vernacular Education is required, and has been granted, the Director has power to revoke such sanction.

**Sanction of the Department.**

130. No grant from public funds may be made, increased or withdrawn otherwise than as provided in this chapter, except with the previous sanction of Government.

**Sanction of Government in cases not provided for.**

131. Any Government officer or any inspecting officer authorised for this purpose, the president and vice-president, of any local body giving a grant to an aided school, the executive officer of a cantonment, and any magistrate of the 1st class on the civil staff of the district in which such school is situated, may, at any reasonable time, without notice, visit and inspect the school and such of its records as are required by the department to be maintained; provided that in the case of purdah schools, the inspection shall be conducted by the Inspectress or her assistant or by a lady visitor.

**Authority to inspect aided schools.**



**Source of grants.** **132.** Grants awarded under the rules of this chapter are payable from provincial revenues on account of colleges and secondary departments of aided schools and from Local funds on account of primary schools and the primary departments of aided secondary schools.

**Correction Slip**  
**Np. 67 G. O.**  
**No. 27185,**  
**dated 12-12-41.**

**NOTE.**—(i) No grant to a primary school or department shall be refused merely on the ground that the public funds are insufficient.

(ii) Grants to departments of a school higher than the primary, or for instruction in English, may be refused on the ground that the public funds are insufficient.

**Form of grants.** **133.** Grants are made in the form of maintenance grants, building grants and equipment grants.

(i) Maintenance grants are given in order to enable a college or a school to maintain a proper scale of staff and expenditure.

(ii) Building grants are made for the purchase of land for college or school purposes or for the purchase, construction, extension or improvement of buildings and hostels.

(iii) Equipment grants are made for the purchase of furniture, books or appliances.

**Correspondence with the Department.** **134.** All correspondence with the department, on the subject of grants-in-aid, must be addressed to the inspecting officer or officers concerned.

**Annual returns for colleges and schools.** **135.** The college or school authority shall submit to the inspecting officer annually, and at other times, if called for, and in due form, all returns which may be required. Where a school is aided as to one part and unaided as to another, the annual returns shall be submitted in such form as to show readily the division of the staff, expenditure, etc., between the two parts.

#### SECTION B—MAINTENANCE GRANTS.

**Maintenance grants payable to colleges in a lump sum.** **136.** Maintenance grants are generally paid to colleges in a lump sum. The assessment is based on the requirements of a college brought to the notice of the Government from time to time. The Government reserves the right to satisfy itself that the grants received by a college are expended on the proper purposes.

**137.** Grants will ordinarily be paid monthly to the school manager or correspondent, provided that, if so desired the grants may, by special arrangement, be paid quarterly, half-yearly or yearly. **Maintenance ... grants payable to schools monthly.**

**138.** No grant shall be made to a school the income of which from fees and endowments is sufficient to maintain it in a state of efficiency, and which needs no further development to meet the wants of the locality. **Grants inadmissible when unnecessary.**

**139.** Grants may be made to one department of a school and refused to other departments; provided that a school which receives grants in any department shall observe the rules laid down in Article 141 in all departments. **Partial refusal of grants.**

**140.** A school in receipt of grant in one department of a school and desirous of grant in respect to another department shall submit a fresh application regarding the department for which grant is desired. **Application for new grants necessary in all cases.**

**141.** In order to be eligible for a maintenance grant, a school must be recognised by the department, and must also fulfil the following conditions:— **Conditions for maintenance grants.**

(i) The rates of fees levied must not be less than three quarters of the rates of fees prescribed by Government for institutions of the same class under public management; and the proportion of scholars exempt or partially exempt from fees must not be higher than the proportion laid down by Government for such institutions.

(ii) The accounts of the income of the school from all sources and its expenditure under all heads must be kept in the form prescribed by the department and must be at all times open to inspection by Government. A return showing the monthly income and expenditure of the school during the preceding year must be submitted annually to the department by April 1st in the prescribed form (appendix 13). Only disbursements actually made shall be shown in this return.

(iii) Acquittance rolls of the staff and menial servants must also be maintained. They shall show the exact amount paid to and received by each teacher or servant as pay and any deductions must be shown separately. The whole of the maintenance grant may be withheld by the department for breach of this rule. The managers of recognised secondary schools in receipt of maintenance grant-in-aid are required

to submit to the department by the 15th of the month following that for which the payment is made, a statement as in appendix 14;

(iv) that the school in all its departments recognised or unrecognised, is open to inspection as laid down in article 131 provided that it shall be no part of the duty of any one inspecting an aided school to examine any pupil, or to enquire into any instruction given, in religious knowledge;

(v) that the books and periodicals purchased for use in the schools are approved by the department;

(vi) that the rules of this code, so far as they are applicable to aided schools, are complied with;

(vii) that in the case of a secondary school receiving a grant-in-aid or recognition for the first time, provident fund is established and properly administered in accordance with the standard provident fund rules as given in appendix 15.

(viii) the model provident fund rules for district boards printed in Appendix II of the North-West Frontier Province District Board Account Code are followed for district board teachers with the following amendments:—

(ix) "No grant-in-aid shall be allowed on account of a teacher who has attained the age of fifty-five except in cases where there are exceptional reasons for a teacher's retention in service after that age. In every case of retension a regular application for the continuance of the grant to be renewed each year, shall be made by the management of the school to the Director of Public Instruction, North-West Frontier Province, and his orders shall be final in each case".

Correction Slip  
(No. 2) i. e.  
addition to  
the Education  
Code North-  
West Frontier  
Provincet, 4th  
Edition, 1935.

#### AMENDMENTS.

7. Any contribution and interest thereon withheld from district board servant shall vest in the board. But in the case of district board teachers the amounts so withheld shall be transferred to a separate account named "Distress Fund". This "Distress Fund" will be utilised in special cases at the discretion of the board:—

(1) For paying a compassionate gratuity to the dependents of a teacher, who dies prematurely, leaving inadequate provision for them, or for giving a scholarship to the orphans of such a teacher.



(2) for paying gratuity to old teachers on superannuation, for the services rendered by them prior to the institution of district board provident funds between 1907-14.

**142.** Applications for a maintenance grant shall be made in the prescribed form (Appendix 16) to the district Inspector of schools in the case of primary schools, to the Inspector of Vernacular Education, in the case of secondary schools for boys and to the Inspectress in the case of girls' schools. The Officer receiving the application shall, after inspecting the institution forward it to the Director of Public Instruction, who will decide on the application in the case of secondary schools and in the case of primary schools forward the report together with his recommendations, to the local body concerned.

**Application for maintenance grants.**

**Correction Slip No. 13..**

**NOTE.**—When communicating orders for a grant-in-aid to the Comptroller, details should always be given to show exactly what are the conditions on which it has been made.

**G. I. 20 (B)-A, dated the 3rd December 1926.**

**143.** Maintenance grants are of the following kinds, any or all of which may be earned in the same school:—

**Kinds of maintenance grants.**

- (a) ordinary staff grants;
- (b) special staff grants;
- (c) additional staff grants;
- (d) provident fund grants;
- (e) boarding house grants.

**144.** The maintenance grant for a vernacular school in which term is included the vernacular department of anglo-vernacular schools, shall be calculated as follows:—

**Ordinary maintenance grant for vernacular schools.**

- (i) For a school with an average attendance of 35 scholars, or less, a minimum of Rs. 8 per mensem.
- (ii) For a school with an average attendance of more than 35 scholars, a minimum of Rs. 12 per mensem for every certificated teacher, and a minimum of Rs. 8 per mensem for every uncertificated teacher, provided that an ordinary maintenance grant will only be payable for the minimum number of teachers requisite under article 31. The managers of vernacular schools

for boys will submit to the Inspector of Vernacular Education, a statement as in Appendix 16 (II) on the 1st of April each year. In the case of girls schools this statement will be submitted to the Inspectress.

**G. S. and P.O.-** NOTE.—(i) The rates of grant for girls' schools shall be at present double those for boys' schools.

**N.-W. F. P.—**

**1081 D. P. 1.—**

**P. B. 150—**

**22-7-32—(16).**

(2) The teachers of special classes which have been recognised by the department, (e. g. the Prajna Patshala at Dera Ismail Khan), and Hindi proficiency classes at the Aria Kanya may be allowed to earn grant on conditions that will be decided by the Director.

**Correction Slip**

**No. 39 G. O.**

**No. 2288-D. D.—**

**I/71/II, dated**

**18-1-39.**

(3) (a) In the case of schools situated in areas controlled by Municipalities and Cantonment Boards, the minimum rates will be Rs. 14 and Rs. 25 for boys' schools and Rs. 20 and Rs. 30 for girls' schools, instead of Rs. 8 and Rs. 12 respectively.

(b) A special grant equal to half the excess salary subject to the maximum limit of Rs. 5 per mensem shall be allowed in the case of certificated teacher who has put in more than twenty years' approved service and who has been granted a special personal allowance with the previous approval of the Director of Public Instruction.

**Ordinary maintenance grant for an anglo-vernacular school for boys.**

**145.** The ordinary maintenance grant for an anglo-vernacular school for boys shall be calculated as follows viz., the average monthly income from fees calculated at 75 per cent. of the full rates as given in Article 141, 102 and 99 shall be deducted from the minimum scale of expenditure as given below. The difference between these fee receipts and the standard scale shall form the amount of grant. The standard scale shall be raised by 25 per cent. in the case of schools (a) providing education for the children of educationally backward communities and (b) maintained in educationally backward areas.

In anglo-vernacular schools for boys:—

(i) The minimum scale of staff and expenditure in a middle school shall be as follows:—

	Per mensem.
	Rs.
1. One S. A. V. head master	... 80
2. One J. A. V. teacher	... 50
3. One J. A. V. teacher	... 40

	Per mensem.
4. One J. A. V. teacher	... 40
5. First Oriental or Science teacher S. V.	... 30
6. Second teacher S. V.	... 30
7. Third teacher, S. V. or (Arabic Punjabi, Urdu, Persian, Sanskrit, Hindi and Pushto, teacher)	... 20
8. Drill Instructor	... 20
9. One Drawing Master	... 40
Contingencies.	... 50

Correction Slip  
No. 51, G. O.  
No. 6020-D. D.,  
dated 20th Feb-  
ruary 1940..

Total :— ... 400

- (ii) In order to qualify for grant-in-aid as a high school, an institution must maintain the minimum scale of staff and expenditure prescribed for a recognised middle school, and in addition :—

	Per mensem.	Rs.
1. One S. A. V. teacher	... 80	
2. One S. A. V. teacher	... 120	
3. One Arabic, Sanskrit, Hindi, Punjabi, Urdu, Persian, and Pashto, teacher	... 40	
Contingencies	... 60	

Total :— ... 300

- (iii) The minimum scale of staff and expenditure in an Anglo-Vernacular Lower Middle School shall be as follows :—

	Per mensem.	Rs.
1. J. A. V. Teacher	... 30	
2. S. V. Teacher	... 20	
3. Contingencies.	... 12	

Correction Slip  
No. 103, Sec-  
retary Home  
Department  
5280/9-8/H. E.  
dated 27-2-50.

Total :— ... 62



NOTE.—This will have effect from 1st March, 1949.

NOTE.—(i) The managers of anglo-vernacular secondary schools for boys will submit to the Director a statement as in Appendix 16(iii) on or before the 5th of April each year. In the case of girls' schools this statement will be submitted to the Inspectress.

(2) The S. A. V. teacher for middle classes may, in case of a high school, work in the high department also.

(3) In case of high schools, where the services of a clerk have been engaged, an additional grant of Rs. 25 per mensem may be earned.

**Correction Slip**  
**No. 53, Go-**  
**vernment Order**  
**No. 42208-D. D.-**  
**I/195, dated the**  
**11/15 Novem-**  
**ber, 1939.**

(4) The Director of Public Instruction may sanction the appointment of untrained teachers in aided secondary schools for boys, in cases of emergency and for not more than one scholastic year at a time, subject to the following conditions:—

(a) The number of untrained teachers appointed in each school shall not exceed one-tenth of the obligatory establishment for which a grant-in-aid is paid by Government.

(b) The minimum scale prescribed above shall be reduced by 25 per cent. for untrained teachers employed with proper sanction.

(c) Article 146 below shall not be applicable in the case of untrained teachers.

#### **Special grants.**

**146.** A special grant will be payable for every teacher in an anglo-vernacular school possessing higher qualifications than those prescribed for his post in the standard scale, or possessing the requisite qualifications, but drawing higher pay than that assigned to his post. In a school the income of which from fees and endowments is sufficient to maintain it in a state of efficiency the rates of special grants mentioned in this Article shall be reduced by 25 per cent. The special grants will be calculated as follows:—

(i) For every graduate, or possessor of a senior anglo-vernacular certificate occupying a post assigned to a teacher of Lower qualifications, an amount of Rs. 20 per mensem.

- (ii) For every teacher possessing the requisite or higher qualifications, but in receipt of a higher salary than that assigned to his post, an amount equal to half the excess salary. But if the pay of the teacher be considerably in excess of the salary paid in neighbouring schools for teachers for similar qualifications and standing than for the purpose of calculating the grant the latter shall be assumed to be the standard pay and the grant payable shall be based thereon.

(iii) but in the case of the Headmaster of a high school the maximum standard pay shall be taken as Rs. 280 if he holds academic qualifications of an Indian University and Rs. 450 for those of an English University. The headmasters already in service before the issue of the correction Slip No. 5 will be excluded from its application.

Correction Slip  
No. 5 G. O.  
No. 7057-T. D.-  
N., dated the  
30th August  
1935.

Correction Slip  
No. 58 G. O.  
No. 1364 D.P.I.  
20/48, dated the  
15th January  
1941.

NOTE.—(1) In the event of a teacher qualifying for grant under both (i) and (ii), the special grant earned under (i) shall be deducted from the excess salary, for the purpose of calculating the grant under (ii).

(2) The teachers already in service on the 1st April, 1939 and having higher rates of pay than those fixed for teachers in Government schools will continue to receive grant-in-aid based on the pay they were drawing on that date without any further increment.

(3) Grant shall be assessed on the leave salary of an absentee as admissible in accordance with the Fundamental Rules or Revised Leave Rules, as the case may be as well as on the pay of his substitute subject to the proviso that account shall not be taken of leave arrangements in respect of more than one member of the staff on leave at one time, or 1/11th of the total strength if it exceeds eleven. Where fractions occur the nearest unit should be taken.

Correction Slip  
No. 80

147. An additional grant will be payable for teachers employed in excess of the standard scale in the following circumstances:—

Additional grant.

- (i) When the roll in any class exceeds 40, and the employment of an additional teacher is therefore obligatory under Article 31.
- (ii) When the opening of a special class [vide Article 11, N. B. (iii)] has been authorised by the department. In such cases grant will not be admissible till the class has been in existence for two years with an average attendance of not less than five pupils.

A teacher employed under any of the above conditions will be treated as an additional member of the standard staff for the purpose of calculating maintenance grant earned (Article 145) by the school in which he is employed. His salary will be reckoned for this purpose as equivalent to the minimum salary assigned to a teacher of similar qualifications in the standard scale, but a special grant will also be payable for him in accordance with Article 146 if his salary exceeds that minimum.

**Duration of maintenance grants.**

148. Maintenance grants are assessed annually in April for the ensuing school year, and are not liable to revision during that period; but a grant may be withdrawn at any time from an institution with the management or discipline of which the local Government is dissatisfied. Withdrawal of recognition implies withdrawal of grant. The department also reserves the right to reduce or to refuse the grant in the case of a teacher whose work is continuously unsatisfactory.

**Calculation of maintenance grants.**

149. For the purpose of calculating a maintenance grant, the scale of staff, average attendance and monthly income from fees for the ensuing year shall be estimated as equivalent to the scale of staff average attendance and monthly income from fees calculated at full rates for the preceding year. But if the department is satisfied that in any month or months during the preceding year the average attendance or the receipts from fees were abnormal owing to sickness or some other disturbing cause, these months may be left out of account when the grant is assessed. Entrance fees shall not be included in fee receipts for the purpose of calculating the grant.

**Provident fund grants.**

150. In order to encourage the establishment of provident funds in institutions under private management, a grant equal in amount to the sum contributed by the management from private sources, and not exceeding one anna in the rupee of the total aggregate salaries of the staff employed, will be payable to a school which is in receipt of a maintenance grant and has established a provident fund under rules approved by the department.

Correction Slip  
No. 59 G. O.  
No. 2201-D. D.-  
1/152., dated  
22nd January,  
1941.

NOTE—This article shall also apply mutatis mutandis to aided colleges.



151. The Director shall be authorised to inspect an aided college, and make such enquiries as may be necessary or possible to satisfy himself that the conditions required for recognition and for grant-in-aid are fulfilled. **Inspection of aided colleges.**

152. At each annual inspection of an aided school the inspecting officer shall examine the log-book, registers and accounts, and shall make such enquiries as may be necessary or possible to satisfy himself :— **Inspection of aided schools.**

(i) that the registers are regularly kept, and properly recorded the attendance and expenditure.

(ii) that the pupils presented for examination are *bona fide* receiving regular education in the school.

(iii) whether the school provides education for the children of educationally backward communities for the purposes of Article 145.

(iv) and whether the income from fees and endowments is sufficient to maintain it in a state of efficiency, vide Article 146.

153. Maintenance grants not exceeding three quarters of the excess of the approved expenditure over the receipts from boarding fees may also be made for school boarding houses, provided that the average number of pupils in residence during the preceding 12 months has not been less than 10, and that the following conditions are fulfilled :— **Boarding house grants.**

(i) that the boarding house is under the immediate supervision of a superintendent approved by the department who resides within the precincts of the boarding house and is paid a monthly allowance not below the scale fixed for Government and board schools. The scale is as below :—

When the number of boarders in a hostel is :—

Amount of allowance.

Rs. a. p.

10 but under 20	...	10	0	0
20 "	30	...	12	8 0
30 "	40	...	15	0 0
40 "	50	...	17	8 0

	Amount of allowance.
	Rs. a. p.
50 but under 60	... 20 0 0
60       "       70	... 22 8 0
70       "       80	... 25 0 0
80       "       90	... 27 8 0
90       "       100	... 30 0 0
100 and over	... 35 0 0

(ii) that the accommodation is adequate for the number of pupils in residence, and that the house is well ventilated and kept in a cleanly state and in good repair;

(iii) that the sanitary, cooking and other internal arrangements of the boarding house are satisfactory;

(iv) that the detailed regulations governing the conduct of the inmates and the closing of the boarding house at night are approved by the department.

The managers of aided schools to which boarding houses are attached will submit to the Inspector of Vernacular Education a statement as in Appendix 16 (iv) on the 1st April each year.

**Ordinary maintenance grant for a secondary school for girls.**

**Correction Slip No. 55, G. O. No. 22927 D.P. 1/71-T.D.-11, dated 8/12th July, 1940.**

154. Subject to other conditions and restrictions prescribed in this article, the ordinary maintenance grant for a secondary school for girls shall be an amount equivalent to half the expenditure on the staff employed for middle classes plus the whole of the expenditure on the staff employed for the high school classes, if any; plus a fixed grant for contingencies of Rs. 50 per mensem for a school having middle classes only and of Rs. 100 per mensem for a school containing both high and middle classes.

This amendment will take effect from the 1st July 1932.

The minimum scale of staff and the standard scale of expenditure in a secondary school for girls containing one section in each class for the purposes of recognition and

assessment of maintenance grant shall be:—

No.	Post	A.V. Middle	V. Middle
		Rs.	Rs.
1.	One J. A. V. Head-mistress.	100—10—150	..
2.	One J. A. V. Assistant mistress.	90—10—140	..
3.	One J. A. V. Assistant mistress.	90—10—140	..
4.	Oriental Teacher S. V. Head-mistress.	70—6—100	..
			1. 60—5—90 (M.B.) 55—3—70 (D.B.)
5.	S. V. Assistant mistress.	50—2—70	2. 50—2—70
6.	S. V. Assistant mistress.	50—2—70	3. 50—2—70
7.	S. V. Assistant mistress or J. V. Assistant mistress.	50—2—70 40—2—50	4. 50—2—70 or 40—2—50 or 30—2—40

In a high school for girls there must be at least three senior anglo-vernacular mistresses, for whom the scale of pay will be:—

S. A. V. head mistress	... Rs. 150—10—200.
S. A. V. Assistant mistress	... Rs. 140—10—190.
S. A. V. Assistant mistress	... Rs. 120—10—170.

G.O. No. 920-  
D. T. N.-19-23,  
dated the 27th  
May 1933.



Uncertificated women teachers who have passed (i) the middle school examination for girls, (ii) the matriculation, (iii) the intermediate, (iv) the degree examination of a recognised Indian University, will be eligible for grants-in-aid as (i) Junior vernacular, (ii) Senior Vernacular, (iii) Junior Anglo-Vernacular, (iv) Senior anglo-vernacular teachers, respectively, if qualified teachers are not available and provided the department permits the appointment.

The Inspectress shall report on the efficiency of the school each year when submitting the grant-in-aid application and in case the school is not efficient shall recommend the reduction of the grant by 25 per cent.

In estimating the amount of grant, the average monthly income from fees, calculated at 75 per cent. of the rates given in Article 99 of the Code, shall be deducted from the expenditure on staff.

**Correction Slip  
No. 81.**

NOTE.—(1) Grant shall be assessed on the leave salary of an absentee as admissible in accordance with the Fundamental Rules or Revised Leave Rules as the case may be, as well as on the pay of her substitute, subject to the proviso that account shall not be taken of leave arrangements in respect of more than one member of the staff on leave at one time, or 1/11th of the total strength if it exceeds eleven. Where fraction occur the nearest unit shall be taken.

#### SECTION C—EQUIPMENT GRANTS.

##### CONDITIONS FOR AN EQUIPMENT GRANT.

**Amount of  
equipment  
grant permis-  
sible.**

155. Grants for school furniture, books, or appliances shall not exceed half the cost of the articles for the purchase of which the grant is sanctioned and no grant of less than Rs. 25 shall be made. Grants shall not be made for any apparatus for which aid has not been promised by the department prior to purchase. The Director is authorised to decide what articles, which are proposed for purchase, can be regarded as "School furniture" or "Appliances". Old and unserviceable articles which have been purchased with the aid of a Government Grant shall be auctioned by the Headmaster and struck off the register by an Inspecting Officer of the Education Department. The grant made for the replacement of such articles shall be reduced by half the sum obtained by their sale.

**Correction Slip  
No. 77.**

**Correction Slip  
No. 50. G. O.  
No. 4416-D. D.-  
1/7-T. D-11,  
dated 3rd/5th  
February, 1940.**

**Correction Slip  
No. 60 G. O.  
No. 2201-D. D.-  
1/152, dated  
22nd January  
1941.**

NOTE.—This article as amended by correction slips Nos. 7 and 50 shall also apply to aided colleges.

156. Application for an equipment grant must be made in the prescribed form (Appendix 17), and show :—

**Application for equipment grant.**

- (i) the articles required in detail and their cost;
- (ii) the amount of contribution guaranteed by the school authorities;
- (iii) the amount of grant required.

The application shall be made to the district inspector of schools in the case of primary schools, to the Inspector of Vernacular Education in case of secondary schools for boys, and to the Inspectress in the case of girls' schools. The Officer receiving the application shall forward it to the Director who will decide on the application in the case of secondary schools and in the case of primary schools, forward it with his recommendations, to the Local Body concerned.

The following certificates should invariably be endorsed on each copy of the application.

(a) In case of articles of furniture or science apparatus.

Certified that the rates shown in the above application are the lowest possible in the market, or, though not the lowest possible in the market, have been recommended for the reasons given below :—

(Signature).....

(Designation).....

(b) In case of books and periodicals certified that the books and maps/periodicals and the prices, as shown in the above application are all approved by the Text Book Committee/Government of this Province or by the University.

(Signature).....

(Designation).....

NOTE.—This article shall also apply to Aided colleges; but the application shall be made to the Director of Public Instruction.

**Correction Slip**  
No. 61 G. O.  
No. 2201-D. D.  
1/152, dated  
22nd January,  
1941.

157. The grant, if sanctioned, can only be drawn after the submission to the department or the Local Body concerned, of receipted vouchers showing that the purchase of the articles has been completed, and after the articles have been inspected by an officer of the department and pronounced satisfactory.

**Payment of equipment grant.**

**Correction Slip**  
No. 62 G. O.  
No. 2201-D. D/-  
1/152, dated  
22nd January,  
1941.

NOTE.—This article shall also apply to aided colleges.

## SECTION D—BUILDING GRANTS.

## CONDITIONS FOR BUILDING GRANTS.

**Amount for building grant admissible.** 158. The amount of building grant from public revenues shall not as a rule exceed half of the total cost of the project in aid of which it is sanctioned.

**Initial application for building grants.** 159. Application for a building grant must be made through the Inspector of Vernacular Education, and the Deputy Commissioner of the District in the prescribed form Appendix 18 (i) and show:—

- (i) the necessity for the project;
- (ii) in cases involving the purchase of land, the approximate area to be acquired and its estimated cost;
- (iii) in cases involving the purchase, erection or extension of buildings, the nature of the buildings to be erected, their approximate dimensions and estimated cost;
- (iv) the estimated amount of contributions from private sources;
- (v) the amount of grant required.

**Second detailed application.** 160. If general approval to the issue of the grant is accorded by the local Government through the education department, detailed plans and estimates of the project must be submitted to the Director, together with a guarantee that the remainder of the cost will be found from private sources and a certificate attested by the Deputy Commissioner that one half of this guaranteed contribution is already in hand. The Director shall, if it appears expedient, refer the plans and estimates to the public works department, and the managers shall carry out such alterations in them as that department may consider necessary.

**Execution of bond.** 161. If the detailed proposals are approved by the local Government, the managers will be required to execute and register a bond [Appendix 18 (ii)] securing to Government a prior lien on the buildings for the recovery of the amount paid on account of the grant in case the buildings or land should cease to be utilized for the school purposes, or in case the school should cease to enjoy recognition by the department.



162. When the bond has been duly registered and accepted by the Department, the managers are entitled to draw one moiety of the grant. The remainder of the grant may be drawn when the department is satisfied that the whole of the private contributions have been collected and when the building has been completed to the satisfaction of the Inspector of Vernacular Education if the total cost of the project is less than Rs. 500 and of the public works department if the cost exceeds that sum.

**Payment of building grants.**

162. A. Articles 158 and 162 apply to building grants to schools. The same articles apply generally to colleges, except that the Director—and not the Inspector of Vernacular Education is the authority to whom applications for building grants for colleges should be made and who will approve the completion of a building under Article 162.

**Correction Slip No. 27. G. O. No. 16444-D. D. 20/48, dated 6-5-37.**

#### SECTION E—GRANTS TO LOCAL BODIES.

163. The Local Government will make grants from provincial revenues to district boards, municipalities, notified area committees and cantonment boards, in aid of expenditure on education. Such assignments from provincial revenues will depend on the expenditure on education by the local body concerned of a reasonable proportion of its net revenues exclusive of contributions.

**Grants to local bodies.**

164. The proportions expected under Article 163 are 25 per cent. in the case of district boards and 10 per cent. in the case of municipalities, notified area committees and cantonment boards.

**Amount to be spent on education by local bodies.**

165. Deleted vide correction slip No. 23, and the following substituted:—

**Amount of grants.**

“In the case of District Boards, the Local Government will make grants to assist District Boards to balance their Educational budgets, provided that the District Boards make the required provision out of their own funds (plus their educational income) as required by articles 163 and 164. When a grant has been made by Government, the total educational expenditure must on no account exceed the amount of this grant plus the amount specifically provided in the District Board budget for Educational expenditure”.

**Correction Slip No. 23. G. O. No. 30107-T. D./1/71, dated 23rd November, 1936.**

**Local bodies to observe the rules of the Code.**

166. Local bodies of the province shall be deemed to have accepted and shall follow all the provisions of this code so far as they are applicable to the schools maintained by them and to their other educational activities, and shall be deemed to have undertaken to maintain their schools to the satisfaction of the Department.

NOTE.—**Local body** means a district board of municipal, notified area or cantonment committee.

**District Inspecting staff.**

167. Government will maintain in each district an inspecting staff, and it shall be the duty of such inspecting staff to inspect the schools maintained by the local bodies in that district. The advice of the district inspector in regard to educational matters shall be available to the local bodies in his district and where he is not a member of a local body arrangements should be made to enable the district inspector to attend its meetings when educational matters are to be discussed.

**Educational budget of local bodies.**

168. The procedure regarding the framing and passing of the educational budget of a local body, is governed by the appropriate sections of the accounts code. "Extract from the Director's circular No. 3875/B-11, Peshawar, dated the 30th March 1932, addressed to district inspectors of schools on the subject of the control of educational expenditure of district boards forms appendix 19".

**Delegation of powers regarding appointment, etc., of teachers in board schools.**

169. Subject to the provisions of Section 33 of the Punjab Municipal Act and Section 19-A of the Punjab District Boards Act, questions relating to the appointment, promotion, leave, dismissal, transfer, etc., of teachers employed in schools maintained by local bodies shall be disposed of by the district inspector of schools in the case of junior vernacular certificated and pupil teachers, and by the Inspector of Vernacular Education in the case of all other teachers. In case of girls' schools maintained by local bodies such powers shall be exercised by the inspectress.

**Appeal against above orders.**

170. All orders under the preceding Article shall, for purposes of appeal be deemed to be the orders of the municipal committee, district board, notified area committee or cantonment board concerned.

## CHAPTER VI. SCHOLARSHIPS AND STIPENDS.

### SECTION I—GENERAL RULES.

**171.** Scholarships are awarded annually from public funds to enable boys of special ability, but in poor circumstances, to proceed to a higher education than their parents could otherwise afford. **Purpose of Scholarships.**

The award of scholarships from public funds is therefore governed by the two following conditions:—

(i) Poverty.

(ii) Merit;

and is further subject to the restrictions imposed by these rules.

**N. B.**—Candidates otherwise eligible may appear for all kinds of scholarships, irrespective of their financial conditions, but the actual scholarship will be awarded under the above Article to the candidates whose means do not allow them to proceed with their studies without the aid of such scholarships, while those candidates otherwise eligible for the award, but possessed of adequate financial resources will be designated as "honorary scholars" without any payment of scholarship to them. For the purposes of this rule, "adequate financial resources" shall mean that the father or accredited guardian of the candidate (a) pays income tax or (b) more than Rs. 125 as land revenue or (c) has an income exceeding Rs. 3,500 per annum.

Correction Slip  
No. 116. Sec-  
retary to Go-  
vernment  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 680/H. E.,  
dated the 18th  
September,  
1954.

**172.** Scholarships are awarded only to candidates who are natives of the Province of North-West Frontier or whose parents are either domiciled in the Province or hold posts in public services within the Province, provided that in the latter case the candidate has been studying in a recognised educational institution in the Province for at least two years immediately preceding the examination and that his or her parent is in the public services in the Province on the first day of the examination at which the candidate appears.

Candidates eli-  
gible for  
Scholarships.

**NOTE.**—Every candidate for a scholarship claiming to be domiciled in the Province, but not producing a previous certificate of domicile from the district officer, should submit a statement showing in what place and in what district he claims to be domiciled and any arguments in favour of his claim that he may care to produce. The statements relating to those candidates only who are provisionally selected for scholarships should be sent by the selecting officer to the district officers concerned for decisions as to be question of domicile.

**173.** Scholarships from public funds are open only to students of recognised public institutions and are tenable only in such institutions. No student may hold two or more scholarships awarded from public funds at the same time.

Scholarships  
where tenable.

**NOTE.**—A scholarship will not be awarded to a candidate who has been admitted twice to the same standard of examination.



Middle school scholarships will not be awarded to a candidate who has read for more than one year in class IV.

**Lapse of  
scholarships**

174. A scholarship lapses if it is not taken up by the holder within a month of its award, or if the holder dies or is absent without leave for more than a week. A scholarship which lapses will be awarded to the next eligible candidate.

**Periods for  
which scholar-  
ships may be  
drawn.**

175. Scholarships do not lapse during the absence of a scholarship holder on authorised leave. The authorised leave which may be granted to a scholarship holder by the head of the institution which he attends is as follows:—

- (i) Casual leave for not more than six days at one time, and not more than fourteen days in the scholastic year.
- (ii) Sick leave not exceeding two months in the scholastic year, provided that scholar who is absent on sick leave for more than six consecutive days is only entitled to draw scholarship for six days of his leave.
- (iii) Examination leave for such period as may be necessary for the scholarship holder to appear at a public examination, for which he is sent up by the head of the institution he attends. The period between the last date of the examination and 31st March following will also count as examination leave and scholarship holders will be eligible to draw their scholarships as residential or day scholars as the case may be.
- (iv) Transfer leave for not more than six days in the case of the transfer of a scholarship from one institution to another not situated in the same town.
- (v) In girls' schools, "Maternity leave" may be granted to a student up to a maximum of two months, provided that the headmistress of the school in which the girl is reading certifies that it is necessary and the Inspectress recommends that it should be granted. During such leave, half the ordinary rate of the scholarship may be drawn.

G. S. and P.  
O.—N.-W.F.P.  
P.—1803 D. P.  
I.—150—  
9-12-29 (41).

G. O. No.  
3689, dated the  
2nd July, 1932.

NOTE.—Sundays and public holiays are not counted as leave and such days when intervening during a scholar's absence on leave are not reckoned when calculating the number of days for which leave is admissible. A scholar will not lose scholarship for these days.

176. The head of the institution which a scholarship-holder attends is required to report to the authority who awarded the scholarship—if the scholarship-holder is guilty of gross misconduct, laziness or irregularity of attendance. In such a case the authority who awarded the scholarship may, after due consideration of the report, declare the scholarship to be forfeited.

**Forfeiture of scholarships for misconduct.**

177. A certificate in the following terms signed by the head of the institution shall accompany all bills for scholarships:—"I hereby certify that the scholars on whose account the above amount has been drawn, have been regular in attendance and have conformed to the rules under which the scholarships are tenable".

**Certificates to accompany bills for scholarships.**

178. A scholarship-holder is entitled to have his scholarship transferred to any school or college at which it is tenable at any time during its currency, provided that he has obtained the usual leaving certificate, and that there is accommodation for him in that institution which he desires to join.

**Transfer of Scholarships.**

"Scholarships from one school to another within a District shall be transferred by the District Inspectors of schools in their respective districts while cases of transfer of scholarships from a school in one district to a school in another district should be forwarded to the Director of Public Instruction for sanction".

**Correction Slip No. 93.**

179. An application for the transfer of a scholarship from one institution to another shall be submitted, together with the transfer certificate, through the head of the institution to which the scholarship is to be transferred to the officer by whom the scholarship was awarded. The awarding officer, after satisfying himself that the scholarship is still current shall notify the transfer to the head of the institution and also to the paying authority concerned. The latter will note the transfer on the award roll.

**Transfer of Scholarships.**

## SECTION II—RULES FOR DIFFERENT CLASSES OF SCHOLARSHIPS AND STIPENDS.

180. Deleted vide correction Slip No. 115.

Secretary to Government,  
North-West Frontier Province, Education Department Memo. No. 5512-H. E., 17/4, dated the 16th March, 1953.

Secretary to Government, North-West Frontier Province, Education Department Memo. No. 5512-H. E., 17/4, dated the 16th March, 1953.

181. Deleted Vide Correction Slip 115.

Secretary to Government, North-West Frontier Province, Education Department Memo. No. 5512-H. E., 17/4, dated the 16th March, 1953.

182. Deleted Vide Correction Slip No. 115.

Secretary to Government, North-West Frontier Province, Education Department Memo. No. 5512-H. E., 17/4, dated the 16th March, 1953.

183. Deleted Vide Correction Slip No. 115.

Secretary to Government, North-West Frontier Province, Education Department Memo. No. 5512-H. E., 17/4, dated the 16th March, 1953.

184-A. Deleted Vide Correction Slip No. 115.

184-B. The value of middle school scholarships is as follows :—

- (i) Open and Victoria middle school scholarships are of the value of Rs. 2 per mensem each for boys not residing in a hostel attached to the school and of Rs. 4 per mensem each for boys residing in a hostel attached to the school and are tenable for four years in any recognised secondary school. They are payable from local funds.
- (ii) A normal school scholarship is of the monthly value of Rs. 4 p. m. for a boy of the depressed classes, not residing in the hostel attached to the school, and of Rs. 7 per mensem for a boy

Correction Slip No. 11.



residing in the hostel attached to the school, and is tenable for four years in any recognised anglo-vernacular secondary school. It is payable from Provincial Funds.

NOTE.—(1) Subject to funds being available 30 more open scholarships are sanctioned for schools situated in the backward rural areas of the Province.

(2) Scholarship bills will be countersigned, drawn and disbursed by the District Inspectors of schools in the N.-W.F. Province.

**184-C.** Deleted Vide Correction Slip No. 115.

**Correction Slip**  
**No. 68, G. O.**  
**No. 12487-T.**  
**D./1/171, dated**  
**22nd April,**  
**1952.**

**Secretary to**  
**Government**  
**North-West**  
**Frontier Pro-**  
**vince, Educa-**  
**tion Depart-**  
**ment Memo.**  
**No. 5512-H. E.,**  
**17/4, dated the**  
**16th March,**  
**1953.**

### **B.—High School Scholarships.**

**185.** The number, value and distribution of high school scholarships is as follows:—

**Number, value**  
**and mode of**  
**award of high**  
**schools scholar-**  
**ships.**

**A—For students of anglo-vernacular schools.**

<b>Open.</b>	<b>Victoria.</b>
<b>12</b>	<b>5</b>

(i) These scholarships are awarded annually by the Director to students attending anglo-vernacular schools in the Province on the results of the anglo vernacular middle standard examination.

(ii) The open scholarships are open by competition to all students of recognised anglo-vernacular middle and high schools in the Province who are under 17 years of age on March 31st of the year in which the examination is held.

(iii) One Victoria scholarship is allotted to each district and will be awarded to the best Muhammadan candidate in the district qualifying for, but failing to obtain, an open scholarship.

(iv) High school scholarships for students of anglo-vernacular schools are of monthly value of Rs. 4 for students not residing in the hostel, attached to the school and Rs. 7 for students residing in the hostel, and are tenable for two

years in any recognised high school. They are payable from provincial revenues.

NOTE.—Subject to funds being available, the policy of the department is to attach one open high school scholarship to each anglo-vernacular secondary school in the Province. There are at present 42 such schools.

#### B.—For students of vernacular schools.

[There are 39 full vernacular middle schools at present].

Open.	Victoria.
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39	5
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(i) One high school scholarship payable from local funds is attached to each vernacular middle school in the Province and is awarded by the Director partly (a) on the result of the vernacular-middle school examination and (b) partly on the recommendation of the head master as to the character of the candidates' work and the regularity of his attendance throughout the preceding year.

(ii) One Victoria scholarship is awarded by the Director to the best Muhammadan candidate in each district who qualifies for, but fails to obtain an open scholarship.

(iii) High school scholarships for students of vernacular schools are of the value of Rs. 4 per mensem for students not residing in the hostel attached to the school and Rs. 7 per mensem for students residing in the hostel, and are tenable for four years in any recognised high school, or at the training school for men, Peshawar. In the latter case the scholarship will be held during the period of the scholar's training at the training school, and will be in addition to the ordinary stipend awarded to him as a student of the school.

A high school scholarship tenable at the training school shall not exceed Rs. 4 per mensem if held in conjunction with a stipend. High school scholarships for vernacular students are payable from local funds.

Director of  
Public Instruk-  
tions's Circular  
No. 1876-81-N.,  
dated the 20th  
August 1928.

In the case of vernacular high school scholarships the eligibility of the candidates recommended by the head masters of vernacular middle schools, shall be verified by the district inspector of schools or their assistants on the spot at the time of their annual inspection of such schools and a report to this effect shall be sent by the checking officer to the Registrar of Departmental Examinations on or before the 1st of March every year.

186. Nothing in the foregoing regulations shall affect the right of local bodies to award such scholarships as they may think fit to pupils attending schools under their control, but the general conditions as to tenure, transfer, forfeiture, etc., of scholarships from public funds contained in Articles 171-179 shall be applicable to such scholarships.

Powers of local bodies to award scholarships.

N. B.—(1) Under all the foregoing rules for the award of G. O. No. 952-G. N., dated the 4th June 1927.

(2) Only those scholarship-holders who are living in boarding houses on or before the 15th of May or join a boarding house within one month of the issue of award roll in any year will be treated as residential scholars and will be allowed scholarship at the increased rates. No day scholar will be able to become residential except at the beginning of the school year April 1st to May 15th. But a residential (boarder) scholar can at any time preferably from the 1st of any month become a Day scholar on the written application of his parent or guardian. The term scholar means scholarship-holder.

Director of Public Instruction's No. 59-10-92-10229, dated the 12th November 1921.

### C—COLLEGES SCHOLARSHIPS.

187. Six scholarships of the value of Rs. 20 per mensem for students not residing in a hostel attached to the college or of Rs. 25 per mensem for students residing in a hostel are awarded annually from Provincial funds to the candidates who stand highest (and next below those who have been awarded any kind of scholarship by the Punjab University) in the Matriculation School Leaving Certificate Examination of the Punjab University from the recognised high schools of the North-West Frontier Province. The scholarships are tenable for two years and are awarded subject to the following conditions:—

Number, value and conditions of tenure of College scholarships. Correction slip No. 105. Secretary Home Department Memo. No. 14808-H. E/10-4, dated 29-5-50.

(i) Four of the six scholarships are reserved each year for Muhammadans and the remaining two for other candidates.

(ii) The parents or legal guardians of the candidates must be residents of the North-West Frontier Province.

(iii) The scholarships are tenable only in a recognised college in the North-West Frontier Province.

187-A. Four scholarships of the monthly value of Rs. 20 per mensem for day scholars and Rs. 25 per mensem for scholars residing in a hostel, are awarded annually, with effect from the first May each year, to students who pass the matriculation examination from a recognised high school of the North-West Frontier Province and who elect to study

Correction slip No. 30 G. O. No. 13068-T. D. 17/226, dated 25-4-35, and 16102-D.D. 17/226, dated 3-5-37.



Correction slip  
No. 106. Sec-  
retary Home  
Department  
No. 14808-H.  
E/10-4, dated  
the 29th May,  
1950.

Correction slip  
No. 40 G. O.  
No. 2132-H. E.,  
17/226, dated  
16/17-1-39.

G. S. and  
P. O.—N.-W.  
F. P. 4016 D.-  
P. I.—P., B.  
160—5-5-32.

Correction slip  
No. 107. Sec-  
retary Home  
Department  
No. 14808—H.  
E./10-4, dated  
29-5-1950.

Correction slip  
No. 17. G. O.  
No. 20781/17/-  
239, dated the  
30th July, 1936.  
Correction slip  
No. 108. Sec-  
retary Home  
Department  
No. 14808 H.  
E. 10/4, dated  
29th May,  
1950.

Correction slip  
No. 41 G. O.  
No. 2132-D.D.  
17/226, dated  
16/17-1-39.

agriculture in the F. Sc. course at the Islamia Collage, Peshawar, and are tenable for two years. The award is made by the Director of Public Instruction, North-West Frontier Province, on the recommendation of the principal of the Islamia College, Peshawar, and it will be subject to the following conditions:—

(a) Candidates must be sons of bonafide agriculturists, and must also be bonafide residents of the North-West Frontier Province.

(b) Three of the four scholarships should be reserved each year for Muslims and the remaining one for a non-Muslim fulfilling condition (1) above.

188. Two scholarships for students tenable in B. A. classes and two for science students tenable in B. Sc. classes of the value of Rs. 25 per mensem each for the students not residing in a hostel attached to the college or of Rs. 30 per mensem each for students residing in a hostel are awarded annually from provincial revenues to the students who stand highest (and next below those who have been awarded any kind of schilarship by the Punjab University) in the Intermediate examination of the Punjab University among those appearing from a recognised college in this province. The award is subject to the following conditions:—

(i) One scholarship at least in each group shall be awarded to a Mohammdan.

(ii) The scholarships are tenable only in a college in the North-West Frontier Province.

188. A. Four scholarships of the monthly value of Rs. 25 P. M. for Non-boarders and Rs. 30 P. M. for boarders each, tenable for two years, are awarded annually with effect from the 1st May each year, to students who elect to study agriculture in the B. Sc., course at the Islamia College, Peshawar. The award of the scholarships will be made by the Director of Public Instruction, after receiving the recommendations of the principal of the Islamia College, Peshawar, and it will be subject to the following conditions:—

(1) Candidates must be sons of bonafide agriculturists, and must also be bonafide residents of the North-West Frontier Province.

(2) Three of the four scholarships should be reserved each year for Muslims and the remaining one for a non-Muslim fulfilling condition (1) above.

**188-B.** (a) An Intermediate collage scholarship of Rs. 20 per mensem may be awarded annually from provincial funds to the girl who passes the Matriculation Examination of the Punjab University. This scholarship is tenable for two years in any institution affiliated to the Punjab University and approved by the Department. It will be awarded only to candidates whose parents or legal guardians are residents of the North-West Frontier Province.

(b) An additional scholarship of Rs. 20 per mensem to a girl student in the intermediate class of a college will be awarded with effect from the year 1935-36.

Correction slip  
No. 34. Sec-  
retary T. D.  
No. 13071-T.  
D. 1/23, daetd  
25-4-35.

N. B.—One of these scholarships, will in future, be awarded each year to the girl who stands first in the matriculation examination, from the girls who have appeared in that examination from this province. The second scholarship will be awarded to the Muslim girl who passes highest, from the Muslim girls candidates. If the girl, who stands first in the matriculation list happens to be a Muslim, one scholarship will be awarded to her, and the second scholarship will be awarded to the girl who stands second, whether she is a Muslim or a Hindu.

**189.** College scholarships may be drawn with effect from the 1st of May of each year, provided that a certificate from the principal be given that the student actually joined on or before the last day of admission as laid down by the Punjab University.

#### D—Scholarships for girls.

**190.** Deleted Vide Correction Slip No. 115.

Secretary to  
Government,  
North-West  
Frontier Pro-  
vince Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

**191.** Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

192. Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

193. Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

194. Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

195. Deleted Vide Correction Slip No. 115.

#### E—Endowed scholarships.

Correction slip  
No. 65 G. O.  
No. 11318-D.  
P./1/71-T.D.—  
11, dated the  
26-4-41.

Correction Slip  
No. 74 G. O.  
No. 1400—1,  
dated 25-9-43.

196. One high school, Dew-Fitzpatrick Abdullah Khan close scholarship of the value of Rs. 4 per mensem is awarded every alternate year to the best candidate of any caste or creed in any recognised school in Mardan District qualifying for, but failing to obtain an Open or Victoria High School scholarship and is tenable for two years in any recognised high school of the North-West Frontier Province



The scholarship is subject to the conditions applicable to open high school scholarships and is payable from funds vested in the Comptroller, North-West Frontier Province as Custodian of charitable endowments. The candidates competing for this scholarship must be bonafide residents of the Mardan District. The award of the scholarship is made by the Director of Public Instruction on the result of the Anglo-Urdu Middle Standard Examination.

One Middle school scholarship called the Shah Alam, close scholarship of the value of Rs. 2-8-0 per mensem, will be awarded on the following conditions:—

(1) The scholarship will be awarded to a Pathan boy who should be a bonafide resident of Dera Ismail Khan District and who having competed for the middle school scholarship examination has qualified for but failed to obtain an Open or Victoria scholarship.

(2) The scholarship will be tenable for four years of the Middle School course.

(3) The scholarship will be awarded after every four years.

#### F—STIPENDS TENABLE IN TRAINING INSTITUTIONS.

197. Stipends are provided from provincial revenues for students attending the following courses of training held in the province or in the Punjab.

#### *Courses of Training.*

	Rs.
Junior anglo-vernacular course (for the present tenable in one of the Punjab training Colleges).	... 25
Senior anglo-vernacular course and course for degree of bachelor of teaching	... 25
Senior vernacular certificate course	... 20
Junior Vernacular certificate course	... 15
Senior or Junior vernacular certificate course (for women teachers)	... 15

N.B.—Teachers in permanent employ sent from Government institutions by the Department to undergo training in any training institution who are in receipt of pay of Rs. 60 per mensem or less shall while under training, receive full substantive pay with such allowances as dearness allowance living allowances etc., as applicable in each case instead of stipend. Those in receipt of salaries

Correction slip No. 89. Memo. No. 24940-H. E. 7-12, dated the 18-8-46, from Commissioner and Secretary to Government, D. D. N.W.-F.P. and Tribal Areas. (E-15-46), G. B.

Stipends tenable in training institutions in the Province or in the Punjab. Correction slip No. 5070—T. D. N. dated 5th August 1933.

Value of stipend per mensem.

Correction slip No. 99.

exceeding Rs. 60 per mensem shall be given three-fourth of their substantive pay subject to a minimum of Rs. 60 per mensem.

This revision will take effect from the 1st March, 1949, but will also be applicable to the cases of the six trainees (female) pending in Comptroller's Office since 1948, for want of revision of this article.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.,  
17/4, dated the  
16th March,  
1953.

198. Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.  
17/4, dated the  
16 March,  
1953.

198. A. Deleted Vide Correction Slip No. 115.

Secretary to  
Government  
North-West  
Frontier Pro-  
vince, Educa-  
tion Depart-  
ment Memo.  
No. 5512/H. E.  
17/4, dated the  
16 March,  
1953.

198. B. Deleted Vide Correction Slip No. 115.

Rules for  
award. Direc-  
tor of Public  
Instructions  
Circular No.  
21214-64-O-  
34-28, dated  
the 16th Decem-  
ber, 1930.

199. (1) The scholarships are of the value of Rs. 6 per mensem and are tenable to children reading in the middle department, in such schools or educational institutions in the North-West Frontier Province as the Committee administering the scholarships may appoint.

(2) The scholarships are two tenable for maximum period of four years or any less period that the Committee may decide.

(3) Table of eligibility;

(i) Children of men of the battalion killed or died of wounds in War.

(ii) Children of men of the battalion died on field service, or in India as the result of wounds or sickness caused by Field Service.

Correction Slip  
No. 86. G. O.  
2608/H. E./  
7/3, dated the  
24-1-46, (E-99-  
19480) A. B.

- (iii) Children of men of the battalion disabled in War.
- (iv) Children of retired and serving members of the battalion.

(4) Scholarship holders must be between the age of 12 and 17 years at the time of their selection.

(5) In considering applications, the committee will take into consideration the services of the fathers, and the financial circumstances of the families of which details should be given when submitting an application. If possible these details should be vouched for by an officer (serving or pensioned) or a Government official, preference being given to those of limited means.

(6) Applications for the grant of the above scholarships should be addressed to:—

The Officer Commanding, the 14th Punjab Regimental Centre (21 Punjabi) Ferozpur, and should state in which school or educational institution it is desired that the child should read and give present age of the applicant.

Correction Slip  
No. 86 G. O.  
No. 2608/H.E./  
1/3 dated the  
25-1-46, (E. 99-  
1941/46), A. B.

(7) The Committee may rescind the grant of a scholarship at any time at their discretion.

#### Silver Wedding Fund Scholarships:—

When the holder of a Silver Wedding Fund scholarship absents himself from the school the principles laid down in Article 175 regarding ordinary scholarships should be followed. For instance, casual leave should not be given for more than six days at a time and for not more than 14 days in the school year. Similarly the rules regarding sick leave will apply.

Article 175 will apply to these scholarships as regards payments of scholarships for period of authorised leave, etc.

The sums so deducted from the Silver Wedding Fund Scholarships during the scholastic year should be remitted to the Director at the end of each year in March, together with a statement showing the periods for which they have been deducted.

Correction Slip  
No. 54. G. O.  
No. 24351-D. P.  
1/71-T. D.,  
dated the 25th  
July, 1940.

199. A. In addition to the scholarships mentioned in the foregoing articles of this chapter miscellaneous scholarships of the total value of Rs. 4,000, are awarded annually from Provincial Revenues by the Local Government on the recommendations of the Director of Public Instruction. Only the children and dependents of Government servants, and others belonging to respectable families who are in straitened circumstances, can be considered for the award of these scholarships, which are ordinarily tenable in any recognised institution in this province and outside the province if necessary.

Correction Slip  
No. 33 G. O.  
No. 591 D. D.  
N-1/65, dated  
20-5-37.

Correction Slip  
No. 76.



## CHAPTER VII.

### TEACHERS' CERTIFICATES.

**Purpose of teachers' certificates.**

200. Teachers' certificates are awarded by the department either on the results of professional examinations or as a recognition of proved ability in teaching after a period of satisfactory service. The possession of a teachers' certificate signifies that the holder is recognised by the department as professionally, as well as academically, qualified to teach the subjects for which the certificate is awarded.

**General and special certificates.**

201. Teachers' certificates are either (a) General, i. e. qualifying for the ordinary work of a form master, or (b) Special, i. e. qualifying the holder to teach a specific subject.

**Vernacular and anglo-vernacular certificates.**

202. General certificates are either vernacular or anglo-vernacular certificates. An anglo-vernacular certificate qualifies the holder to teach English and general subjects through the medium of English. A vernacular certificate qualifies the holder to teach the vernacular and general subjects through the medium of the vernacular.

**Senior and junior certificates.**

203. General certificates, whether vernacular or anglo-vernacular, are of two kinds, senior and junior.

Holders of senior certificates (S. A. V. or S. V.) are qualified to work in the secondary department of schools and holders of junior certificates (J. A. V. or J. V.) in middle and primary departments.

**Centres of training.**

204. Courses of training and examinations are held in the North-West Frontier Province for the award of senior vernacular and junior vernacular certificates. Senior and junior anglo-vernacular certificates issued by the Punjab Education Department are accepted in this Province. The regulations as to the award of senior and junior anglo-vernacular certificates will be found in the Punjab Education Code.

**Provisional and permanent certificates.**

205. All teachers' certificates, when first awarded, are provisional in character. Provisional certificates shall be endorsed annually by Inspecting Officers, who shall record on each certificate their opinion as to the quality of the

teacher's work. A provisional certificate containing three consecutive satisfactory endorsements may be converted into a permanent certificate provided that (i) in the case of teacher's holding junior certificates the endorsements shall be continued on their permanent certificates; also that (ii) the Inspecting Officer may endorse at his discretion the permanent certificates of Senior Vernacular and Senior Anglo-Vernacular teachers if their work is of a distinctly unsatisfactory nature.

N. B.—(i) In case of loss, a duplicate certificate may be issued on payment of a fee of Re. 1. This applies to Junior Vernacular, drawing and gymnastic teachers certificates also. In order to render the issue of duplicate certificates possible, each Inspecting Officer will maintain a record of all endorsements made on the certificates of teachers working within his jurisdiction.

(2) The various endorsements to be made on teachers' certificates are (1) distinctly good, (2) good, (3) satisfactory, (4) poor, (5) bad, only the first three endorsements will count towards the making of a provisional into a permanent certificate.

206. Special certificates for classical and vernacular languages are awarded to teachers who have successfully passed the proficiency, high proficiency and honours examination of the Punjab University in Persian, Arabic, Sanskrit, Hindi, Punjabi, Pushto or Urdu, have served not less than six months satisfactorily as teachers in recognised schools, and have undergone a special training course for at least a month at the training school for men, Peshawar.

Correction Slip  
No. 16.

Special Certificates.

Correction Slip  
No. 6. G. O.  
No. 22701, dated  
23-9-35.

Correction Slip  
No. 52. G. O.  
6020-D. D.,  
dated 20-2-40.

The certificates for classical and vernacular languages will qualify its possessor to teach the subjects:—

- (a) in a primary department, if he has passed the proficiency examination;
- (b) in the middle department, if he has passed the high proficiency examination;
- (c) in the high department, if he has passed the honours examination.

207. A candidate for the junior anglo-vernacular certificate must fulfil the following conditions:—

- (i) He/she must be a native of the North-West Frontier Province.
- (ii) He/she must have completed his/her eighteenth year.
- (iii) He/she must have passed either the Intermediate Arts, or F. Sc., Examination of the Punjab University.

Conditions of  
award of junior  
anglo-verna-  
cular certi-  
ficates.

- (iv) He/she must have completed a course of training in one of the Training colleges of the Punjab and have passed the examination at the conclusion of the course.

**Admission to the junior-anglo-vernacular certificate course.**

208. Not more than ten stipends of the value of Rs. 25 per mensem each are provided from provincial revenues for students attending the junior anglo-vernacular certificate course in one of the training colleges of the Punjab. An applicant for admission must apply, through the principal of the college, he/she last attended, to the Director of Public Instruction, North-West Frontier Province and enclose a testimonial from the principal through whom he/she applies as to his/her suitability for the teaching profession. Applications for admission must be submitted to the Director of Public Instruction, North-West Frontier Province, not later than the 1st January each year. Prescribed forms of application are obtainable from the Office of the Director of Public Instruction, North-West Frontier Province.

Every student on admission is required to sign a bond that he/she will serve as a teacher in a recognised school in this Province for not less than two years from the conclusion of his/her course of training. Candidates who are not already confirmed in appointments in Government service must be examined by the Civil Surgeon or his assistant before admission and obtain a certificate of good health.

In case of female candidates a certificate from the lady doctor in charge shall be enough.

Every student nominated by the Director, for training at one of the training colleges of the Punjab shall follow the course, rules and regulations laid down by the Punjab Government for such training.

**Conditions of award of senior vernacular certificates.**

209. A candidate for admission to the senior vernacular training class must fulfil the following conditions:—

- (i) He must be a native of this Province.
- (ii) He must have completed his twentieth year.
- (iii) He must have passed the junior vernacular certificate examination in the 1st division.
- (iv) He must have served satisfactorily as a teacher for a period of two years after passing the junior vernacular certificate examination in the 1st division.



- (v) He must have completed two years of training in the senior vernacular certificate class at the training school, Peshawar, and have passed the examination at the completion of the course.

**210.** Ten stipends of the value of Rs. 20 per mensem are provided from provincial revenues for students attending the senior vernacular training class and are tenable at the training school, Peshawar. **Admission to the senior vernacular certificate course.**

An applicant for admission must apply to the Inspector of Vernacular Education through the District Inspector of Schools or in the case of high schools through his head master on or, before 1st January of the year in which selection is to be made. The Inspector of Vernacular Education shall select from the applicants a number of candidates sufficient to take up the full number of stipends tenable at the training school, Peshawar, and after notifying the head master direct the candidates to proceed to the training school by the appointed date.

Every student on admission will be required to sign a bond that he will serve as a teacher in a recognised school in this Province, for not less than two years from the conclusion of the course of training.

**211.** The senior vernacular certificate class commences on 1st April of the year in which students are to be admitted. The course of training lasts for two years. The course of studies for this class will be found in appendix 21 (i). **Sessions and course of training of the senior vernacular certificate class.**

**212.** A candidate for a junior vernacular certificate must fulfil the following conditions:— **Conditions of award of junior vernacular certificate.**

- (i) He must have completed his eighteenth year.
- (ii) He must have passed at least the vernacular middle or anglo-vernacular middle standard examination.
- (iii) He must have completed his training at the training school, Peshawar, and have passed the examination at the conclusion of the course.
- (iv) He must be a resident of the North-West Frontier Province. Candidates from other provinces will be considered only when the supply of eligible candidates from the North-West Frontier Province, falls short of the number of vacancies. **Correction Slip No. 3, dated the 8th January 1927.**

Admission to  
the Training  
School for  
Men.

213. Eighty stipends of the value of Rs. 15 per mensem each are provided from provincial revenues for students attending the junior vernacular training class, Peshawar.

An applicant for admission must apply through the head master of the school, he last attended, to the District Inspector of Schools, who shall forward the application, with his recommendation, to the Inspector of Vernacular Education. The Inspector of Vernacular Education, shall select from the applicants a number of candidates sufficient to take up the full number of stipends tenable at the Training School, Peshawar, and, after notifying the head master, direct the candidates to proceed to the training school by the appointed date.

Every student on admission will be required to sign a bond that he will serve as a teacher in a recognised school in this Province for not less than two years from the conclusion of the course of training.

Sessions and  
course of train-  
ing of the  
junior vernacu-  
lar class.

214. The session of the junior vernacular training class, Peshawar, commences on 1st April of the year in which students are to be admitted.

The course of training lasts at present for two years.

The syllabus for the junior vernacular training class is given in appendix 21 (ii).

Condition of  
award of ver-  
nacular certi-  
ficates for  
women  
teachers.

215. A candidate for a vernacular certificate (for women) must fulfil the following conditions:—

(i) In the case of junior vernacular certificate, she must have completed her fifteenth year and must have passed the examination prescribed for the 8th class in girls' schools.

(ii) In the case of senior vernacular certificate, she must have completed her seventeenth year and must hold an anglo-vernacular middle certificate.

(iii) She must have completed the necessary course of training at the government normal school for women at Peshawar, and have passed the examination at the conclusion of the course.

Correction Slip  
No. 36.

Admission in  
the Govern-  
ment Normal  
School for  
women.

216. (1) Applications for admission should be made through the head mistress of the school, she last attended to the Inspectress of Girls' schools, North-West Frontier Province, before the 1st April each year.

(2) Each application must be accompanied by a copy of the candidate's last examination certificate. Candidates who hold 5th class examination certificates, and have also gained more than two years teaching experience previous to the date of entry to the school, will be required to take a test examination on admission.

(3) Candidates for admission must give the full names and address of their parents or guardians and must state whether they are:—

- (a) Widows.
- (b) Married.
- (c) Unmarried.

(4) Candidates must state whether they wish to reside in the school boarding house or not. Boarders must state, on admission, the names of likely visitors, and no other visitors will be permitted to see students unless they carry a written request from their parents or guardians.

(5) (a). TWENTY stipends of Rs. 20 per mensem each are awarded in alternative years by the Director of Public Instruction, North-West Frontier Province, on the recommendation of the Inspectress of Girls' schools, North-West Frontier Province, to students attending the S. V. class in the Government Normal School for Women, Peshawar. Their duration is for TWO YEARS.

Correction slip  
No. 63. G. O.  
No. 10696-D.  
P./11/71-T. D.,  
dated the 8th  
April, 1941.

THREE stipends are allotted to each of the six districts (two for Muslims and one for Hindus or Sikhs). Two stipends are reserved for specially deserving candidates irrespective of the community or district to which they belong.

(b) THIRTY stipends of the value of Rs. 15 per mensem each are awarded in alternative years by the Director of Public Instruction, North-West Frontier Province, on the recommendations of the Inspectress of Girls' Schools, North-West Frontier Province, for a course of TWO years to students attending the J. V. class of the Government Normal, School, for Women, Peshawar. FIVE stipends are allotted to each of the six districts (three for Muslims and two for Hindus or Sikhs).

(6) Every student on admission will be required to sign a bond that she will serve as a teacher in a recognised school



in the Province for not less than two years from the conclusion of the course of training.

Session • and  
course of training.

217. (1) The government normal school for women, Peshawar, is a provincial institution under the direction of the Inspectress of Girls' Schools, North-West Frontier Province.

(2) Students are prepared for the junior vernacular and senior vernacular certificate examinations for women teachers conducted by the Education Department. The course covers a period of two years.

(3) The Normal School year begins in May and ends on the 30th April.

(4) The course followed is on the same lines as that prescribed by the Education Department, Punjab, for the junior vernacular and senior vernacular certificate examinations for women teachers.

A definite time is allotted for practice of teaching which is done under the supervision of the head mistress. Model lessons are given. Students are further required to spend certain time in watching and criticising the lessons of their fellow students.

Honorary certificates.  
Correction Slip  
No. 104.

218. It is open to the Director to grant honorary certificates subject to the approval of the Provincial Government of any kind to persons not entitled to such certificates under the foregoing rules in exceptional cases:—

1. An honorary S. A. V. certificate may only be awarded to those teachers who are graduates and are either S. V. or J. A. V., and have fifteen years' satisfactory service to their credit and are above 40 years of age.

2. An honorary J. A. V. certificate may only be awarded to a teacher who is at least a II Class Matriculate, has fifteen years' satisfactory service as a J. V., or S. V.; and is between 35 years and 45 years of age.

3. An honorary S. V. certificate may only be awarded to J. V. teachers who have completed fifteen years' satisfactory service in this province and are not less than 40 years of age.

4. An honorary J. V. certificate may only be granted ordinarily only to teachers who have completed 10 years of approved service in this province, 3 years of which service must have been headmaster of a primary school, and who are between 30 to 40 years of age and have passed the primary examination.

N. B.—(1) In all cases preference will be given to those who take a prominent part in the extra curricular activities of the school.

(ii) Preference in the award of honorary J. A. V. Certificates will further be given to those who have taught English, Science or Mathematics to the Lower classes for at least five years.

219. A certificate may, notwithstanding any thing stated above, be at any time refused, suspended, reduced or cancelled by the Director, the holder in each case being first given an opportunity for explanation.

**Certificates  
refused, sus-  
pended, re-  
duced or can-  
celled.**

## CHAPTER VIII.

### PUBLIC EXAMINATIONS

**List of examinations held by the Department.** 220. The following public examinations are conducted by the department:—

- (i) the primary examination;
- (ii) the middle school scholarship examination for boys;
- (iii) the vernacular middle examination for boys;
- (iv) the anglo-vernacular middle standard examination;
- (v) the senior vernacular certificate examination;
- (vi) the junior vernacular certificate examination.

**Board of Moderators.**

221. There shall be a board, called “the board of moderators” responsible for the general management and efficiency of the departmental examinations, mentioned in the preceding article, subject to the rules framed by the department.

**Correction slip No. 112.**  
G. O. No.  
1950, H. E. M.,  
dated 6th February, 1952.

- (i) The board of moderators, hereinafter called the board, will consist of four *ex-officio* and four nominated members. No person directly concerned with the preparation of candidates for any departmental examination is eligible to be a member of this board.
- (ii) The nominated members will be nominated by the Director with the un-official approval of the Local Government for a term of three years. They may be re-nominated for a subsequent term.
- (iii) The board will elect its own president for the year at its first meeting after the summer vacation in each year.
- (iv) The quorum at any meeting will consist of four members.

**Functions of the Board.**

222. (1) The board will consider the lists of examiners, centres of examinations, and Superintendents of Examination centres, drawn up by the registrar of departmental



examinations and make such additions and alterations in them as they consider necessary. These lists will be subject to the final approval of the Director.

(2) The board will moderate all the question papers of all the departmental examinations and will be empowered to reject or revise a paper if in their opinion it is not in accordance with the desired standard.

(3) The board will approve the result of each of the departmental examinations after comparing the marks of at least ten per cent. of the roll numbers in each subject. They will be empowered to ask for any answer books for scrutiny and to return a result for revision if in their opinion it is not up to the standard.

(4) The board will investigate all cases of breach of discipline in the examination halls reported by the superintendents or by the examiners and make recommendations in each case to the Director for his final orders.

(5) The decision of the board in each case will be subject to the approval of the Director.

223. The Director will:—

- (1) exercise a general control over all the departmental examinations and every resolution of the board of moderators will be subject to his approval.
- (2) Sign all bills relating to the expenditure to be incurred out of the provincial budget allotments.

**Director's control over the Board.**

224. The primary examination is an informal *in situ* examination, conducted towards the close of the school year in every primary school by the district inspector and his assistants and in the primary departments of high schools by the head master.

**Primary examination.**

In girls' schools the primary examination is conducted by the Inspectress of Girls' Schools and the Assistant Inspectresses.

In case of successful candidates the fact of their having completed the primary course in all compulsory subjects will be noted in the school leaving certificates granted to them for joining a secondary school.

225. The middle school scholarship examination is conducted by the district inspector of schools concerned **Middle school scholarship**

for the award of middle school scholarships. The qualifications for admission to the examination are found in Articles 180 to 184. The examination consists of tests in Urdu reading and explanation, geography, nature study and mental arithmetic, together with written tests in arithmetic and Urdu composition.

**Vernacular  
middle  
examination  
for  
boys.**

226. The following are the regulations for the vernacular middle examination:—

(a) The examination is held annually at the headquarters of each district in the Province, also at such centres as may be notified by the Registrar of Departmental examinations from time to time. The examination will commence on the same date as the anglo-vernacular middle standard examination (see Article 228). Candidates must (except as hereinafter enacted) appear at the centre prescribed for the school at which they have been studying.

**Correction Slip  
No. 113.**

(b) The examination is open to:—

(1) Students of the 8th class of a recognised school whose names have been submitted to the Department by the Headmasters/headmistresses or Managers.

(2) Candidates appearing in a private capacity in the Vernacular Middle Standard Examination provided they fulfil the following conditions:—

(i) The male candidates should not be below 13 years and the female candidates below 12 years on the fifteenth of February in the year of examination.

(ii) The male candidates should not have remained on the rolls of any recognised school since first June, preceding the year of examination.

**NOTE.**—The condition mentioned at (ii) above should not however, apply to female candidates.

Applications for appearing in the examination must be sent to the Registrar of Departmental Examination, Education Department, North-West Frontier Province, Peshawar, on the prescribed form so as to reach him on or before the twentieth November of the year preceding the year of examination.

Applications received after this date will not be considered.

(c) The fees for the examination is Rs. 2 (Rs. TWO) for a recognised school candidate and Rs. 5 (Rs. FIVE) for a private candidate for each appearance. The candidate who fails to present himself in the examination is not entitled to a refund of fee.

(d) Applications for admission (on forms obtainable from the Registrar of Departmental Examinations) must be forwarded by head masters to the registrar of departmental examinations not later than 1st January, accompanied by a money order for the amount of the fees.

(e) The examination is conducted through the medium of Urdu. The following is an outline of the syllabus of the examination.

*Compulsory.—*

Marks.

(1) Urdu (One paper of three hours, including roman-urdu and dictation half an hour 120+15+30) ... 165

(2) Mathematics.—

(a) One paper of three hours in Arithmetic and Algebra ... 100

(b) One paper of two hours in Geometry ... 50

(c) One paper of mental Arithmetic and Algebra of half hour ... 25

(d) Rahnumai Zamindaran ... 25

Total.— ... 200.

(3) General Knowledge.—

(a) History (one written paper of two hours) ... 50

(b) Geography (one written paper of two hours) ... 50

Total:— ... 100.



	Marks.
(4) Persian.—	
One written paper of two hours ...	100
Optional (two of the following).—	
(1) Arabic or Sanskrit or Pashto (one paper of two hours) ...	100
(2) (a) Drawing (one paper of two hours) ...	100
and	
(b) (i) Science (one written paper of two hours) ...	75
(ii) practical ...	25
Total:— ...	100

(f) Candidates will be required to pass in all compulsory subjects. The minimum number of marks required for a pass in the examination is 33 per cent. in Urdu and Mathematics, 25 per cent. in every other subject, and 33 per cent., in the aggregate.

(g) A list of successful candidates is published in April. Certificates are issued to successful candidates.

NOTE.—In case of loss a duplicate certificate may be issued on payment of a fee of 8 annas.

**Vernacular Middle Examination for girls.**

227. The examination for the present is that prescribed by the Punjab Education Department for vernacular middle schools for girls. Arrangements are made, as far as possible to hold the examination at all centres which present candidates.

**Anglo-vernacular middle examination for girls.**

228. The following are the regulations for the anglo-vernacular middle standard examination:—

(1) This examination will take place annually at the headquarters of each district; also at such centres as are approved by the Department. If possible, not more than 100 candidates will be examined at one centre.

(2) The examination will be open to:—

**Correction Slip No. 113.**

(a) All pupils of the 8th class of anglo-vernacular secondary schools provided they have completed 75 per cent., of the possible attendances during nine months immediately preceding the examination.

(b) Candidates appearing in a private capacity in the anglo-vernacular Middle Standard Examination provided they fulfil following conditions:—

- (i) The male candidates should not be below 13 years and the female candidate below 12 years on the fifteenth of February, in the year of examination.
- (ii) The male candidates should not have remained on the rolls of any recognised school since first June, preceding the year of examination.

NOTE.—The condition mentioned at (ii) above should not, however, apply to female candidates.

Applications for appearing in the examination must be sent to the Registrar, Departmental Examination, Education Department, North-West Frontier Province, Peshawar, on the prescribed form so as to reach him on or before the twentieth November of the year preceding the year of examination. Applications received after this date will not be considered.

(c) Examination fee is Rs. 10 (Rs. TEN) for a private candidate who takes the examination in all subjects and Rs. 3 (Rs. THREE) for those who appear in English only.

The candidate who fails to present himself for examination will not be entitled to a refund of fees.

- (3) Every candidate will be examined in all the following subjects, viz:—

GROUP-A.—English, Mathematics and vernacular language (Urdu, Hindi, Punjabi or Pushto).

GROUP-B.—General Knowledge, physical science, drawing and one of the languages, (Arabic, Persian, Sanskrit and Pushto).

Every candidate must study and offer for examination all subjects in Group A and B; but the same language must not be taken up in both groups.

He must pass in all the subjects of Group A, and in any two of Group B.

Candidates from the senior special class may appear in English only.

- (4) Candidates will be required to pass in all compulsory subjects. The minimum standard of marks required for a pass in the examination is 33

per cent., in English, Mathematics, 25 per cent., in each other subject, and 33 per cent., in the aggregate of compulsory subjects only.

(5) Headmasters are required to submit to the Registrar of departmental examinations, North-West Frontier Province, on or before the 1st January in each year.

(i) a list of candidates,

(ii) examination fees at the rate of Rs. 5 per candidate, (candidates in English only, will pay Re. 1). A candidate who fails to present himself for examination, will not be entitled to a refund of his fees.

(6) The examination will be held in February each year and not less than 10 days previous to the commencement of the matriculation school leaving certificate examination of the Punjab University. Date sheets will be duly notified.

(7) With the exception of answers to paper 1 (English) all answers shall be given in Urdu. The following is an outline of the syllabus of the examination:—

#### GROUP A.

(1) English.—The following three papers will be set:—

A.—Grammar and composition—time two hours—marks—55 as below:—

	Marks.
Five out of eight alternative questions ...	40
Letter (including address) on one of the three alternative subjects ...	15
B. Translation from English into Urdu and Vice versa. ...	70
C. Dictation and calligraphy ...	25
Total:—	150.

(2) Vernacular (Urdu or Hindi or Punjabi).—

(a) One written paper:—

(1) Essay on one of three alternative subjects ...	40
(2) Grammar—five out of eight alternative questions ...	40
(3) Explanation of passages ...	40
(b) Dictation ...	20
For neatness and hand writing ...	10

Total:— ... 150



	Marks.
(3) Mathematics.—	
(a) One paper of three hours in Arithmetic and Algebra ...	100
(b) One paper of two hours in Geometry ...	50
(c) One paper of mental Arithmetic and Algebra of half an hour ...	25

## (b) GROUP B.

## (1) General Knowledge.—

(a) One written paper History-six of 10 alternative questions ...	50
(b) One written paper Geography-six of 10 alternative questions ...	50

---

Total:— ... 100

## (2) Science.—

One written paper ...	75
Practical ...	25

---

Total:— ... 100

## (3) Persian.—

One written paper.—

(1) Explanation and translation from Persian into Urdu ...	40
(2) Translation from Urdu into Persian ...	30
(3) Grammar ...	30

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Total:— ... 100

## (4) Sanskrit.—

One written paper.—

(1) Explanation and translation from Sanskrit into Vernacular ...	40
(2) Translation from Vernacular into Sanskrit ...	30
(3) Grammar ...	30

---

Total:— ... 100

	Marks.
(5) Arabic.— One written paper.—	
(1) Explanation and translation from Arabic into Urdu	... 40
(2) Translation from Urdu into Arabic	... 30
(3) Grammar	... 30
Total:—	... 100
(6) Pashto	... 100
(7) Drawing.— One written paper	... 100

Anglo-verna-  
cular middle  
examination  
for girls.

229. The examination, for the present, is that prescribed by the Punjab Education Department for anglo-vernacular middle schools for girls. Arrangements are made, as far as possible, to hold the examination at all centres which present candidates.

Senior verna-  
cular certifi-  
cate examina-  
tion for male  
teachers.

230. The senior Vernacular certificate examination is held in alternative years in March at Peshawar and is open only to candidates who have completed two years' course of training at the Peshawar Training School for Men.

The syllabus for the examination is as follows:—

	Marks.
1. Principles of Education—A written paper of 3 hours	... 100
2. Urdu.—	
(a) A written paper of 3 hours, com- prising of questions on Prose-15 marks, Poetry-15 marks, Grammar- 10 marks, Extensive Reading-15 marks, Composition-20 marks and Transliteration-10 marks	... 110
Total 85 marks.	
(b) Oral Test-25 marks.	
3. Persian.—	
(a) A written paper of 3 hours, com- prising of questions on text-books 50 marks, Grammar-10 marks and translation from Urdu into Persian- 15 marks	... 100
Total 75 marks.	
(b) Oral Test-25 marks.	

Correction Slip  
No. 57 Go-  
vernment  
order No.  
27370-D. G.  
1-25-D. D.,  
dated the 27th  
August, 1940.

## 4. General Knowledge A-written paper of 3 hours.—

Marks.

Part I Questions on Civics-15 marks,  
Economics-10 marks, History of India-15  
marks and History of the Frontier Pro-  
vince-10 marks. Total 50 marks.

Part II Questions on Geography of India  
(detailed)-25 marks, Geography of North-  
West Frontier Province-10 marks,  
Geography of the World with special  
reference to Asia and British Empire-15  
marks. Total 50 marks.

100

5. Mathematics.—A written paper of 3  
hours comprising of questions on Matri-  
culation Arithmetic and Algebra exclud-  
ing surds, indices and simultaneous  
equations marks 50.

125

and Geometry (Metric Standard)-  
Marks 50.

Mental Arithmetic marks 25.

6. Method of teaching History and  
Geography

... 100

A written paper of 3 hours

... 100

7. Method of Teaching Arithmetic, Algebra  
and Geometry. A written paper of 3  
hours

... 100

## 8 Science.—

(a) A written paper of 3 hours, com-  
prising questions on physics 25 marks  
Chemistry-25 Marks (both Metric  
Standard).

Science course of middle classes-35  
marks, Life of famous scientists-5  
marks and J. V. Science course-10  
marks. Total 100 marks

150

(b) Practical 50 marks.

9 Drawing Time 3 hours for (a), (b) and  
(c).—

(a) Model Drawing 25 marks.

(b) Memory Drawing 25-marks.

(c) Black Board Drawing 25-marks.

(d) Card Board work done in the  
class room-25 marks.

100



	Marks.
10. Physical Exercises	... 50
11. Practice of Teaching.—	
1. For 2 years' work	... 150
2. For a lesson before the examiner	... 150
	} 300
Total	... 1,335

**NOTE.—**(1) In order to pass, a candidate must obtain 33 per cent., in each subject and 40 per cent., in the aggregate.

(2) A candidate failing in one subject only may re-appear next year in the same subject.

(3) A candidate failing in more subjects than one or in the aggregate may re-appear in the examination for two subsequent years.

(4) Candidates obtaining 60 per cent., of the total marks will be placed in the first division, those obtaining 50 per cent., in the second division and the rest in the third division.

**Junior vernacular certificate for male teachers.**

**231.** The Junior Vernacular Certificate Examination is held in alternative years in March at Peshawar and is open only to candidates, who have, completed two years' course of training at the Government Training School for Men, Peshawar.

The syllabus for the examination is as follows:—

#### GROUP A.

	Marks.
(1) Principles of Teaching a written paper of 3 hours	... 100
(2) School Method as applied to the primary curriculum (Urdu, Persian, Arithmetic, Geography and Nature Study) a written paper of 3 hours	... 100
(3) Practical Teaching.—	
(a) Two years work	... 100
(b) A lesson conducted before the examiner out of three prepared by the candidates	... 75
Total:—	... 175

Correction Slip  
No. 70. Government  
Order No. 27370-D.  
C. 1-25-D. D.,  
dated the 27th  
August, 1940.  
Government  
Order No.  
13222 H. M. E.-  
11/17, dated  
28th April,  
1942.

	Marks.
(4) Arithmetic.—	
(a) A written paper of $2\frac{1}{2}$ hours	... 75
(b) Mental Arithmetic of $\frac{1}{2}$ hour	... 25
Total:—	... 100

(5) Urdu.—	
(a) A written paper of 3 hours comprising of questions on course	... 60
Grammar	... 15
Composition	... 25
Letter writing Urdu in Roman Characters	... 10
(b) Oral tests	... 15
(c) Dictation $\frac{1}{2}$ hours	... 25
Total:—	... 150

(6) Geography.—	
A written paper of 3 hours, dealing with questions on India (detailed Study)-50 marks, North-West Frontier Province-30 marks, and important features of all the continents especially Europe and Asia-20 marks	... 100

(7) Persian.—	
(a) A written paper of 3 hours, comprising of question on courses	... 60
Grammar	... 15
(b) Oral	... 25
Total:—	100

## GROUP B.

(1) Civics.—	
A written paper of 2 hours	... 50
(2) Hygiene.—	
A written paper of 2 hours	... 50
(3) Science.—	
A written paper of 2 hours	... 50

## Marks.

## (4) Drawing.—

(a) Black Board work, including written on black board and illustration-time	1/2 hours	...	25
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(b) A paper of one hour	...	25
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Total:—	...	50
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## (5) Pashtu.—

A written paper of 2 hours	...	75
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(b) Oral Tests	...	25
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(6) Physical Exercises	...	100
------------------------	-----	-----

(7) Kindergarten Occupation	...	25
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NOTE.—In order to gratify for a certificate a candidate must obtain 33 per cent., of the marks allotted to each subject and 40 per cent., of the aggregate number of marks.

(2) A candidate obtaining 60 per cent., of the aggregate marks will be placed in the 1st Division.

(3) A candidate failing in not more than two subjects one of which may be in Group 'A' may re-appear in the subject or subjects in which he has failed, but not on more than two subsequent occasions.

**Certificate examinations for women teachers.**

232. The senior vernacular and junior vernacular certificate examinations for women teachers are held annually in the month of April in Peshawar and are open only to candidates who have completed two years' course of training at the government normal school for women, Peshawar.

N. B.—Subject to funds being available, all female students' departmental examinations now conducted by the Punjab Education Department, will be conducted by the North-West Frontier Province Educational Department.



## CHAPTER IX

### SUPPLEMENTARY RULES FOR GOVERNMENT AND BOARD SCHOOLS.

**233.** A. Religious instruction may be given in Government and Board schools on the following conditions:—

- (i) The time devoted to such instruction shall not exceed one period daily out of school hours.
- (ii) The instruction shall be given by a teacher or teachers selected by the parents who desire such instruction for their children. In Government schools such instruction shall not be given by a member of the staff.
- (iii) No pupil shall be required to attend during the period of religious instruction unless his parents have expressed a wish that he should do so.
- (iv) No charge on account of religious instruction shall be paid from public funds. The question of charging fees for such instruction is left entirely to the community desiring it.

N. B.—Rule (i) may be interpreted to mean that religious instruction may be imparted within school hours for one period daily, provided that the school working day is lengthened by the addition of the period given to religious instruction.

**233-B.** No pupil of a recognised school (Mission girls' schools and Mission colleges included) shall be compelled to attend the class in which religious instruction is given or take part in any religious exercises if the parent or guardian has formally communicated to the school authorities his wish that the pupil should not be so compelled.

A pupil absenting himself from religious instruction or religious exercises under the above paragraph shall suffer no disability on that account.

No pupil shall be refused admission to a recognised school because exemption from attendance at religious exercises or religious instruction is claimed under this clause.

No pupil shall be compelled to attend the school on any day set apart for religious observance by the community or set to which his parents or guardians belong nor shall he be compelled to attend school on recognised holidays of his religion included in the list of gazetted holidays.

Religious In-  
struction.  
Correct on Slip  
No. 37, Go-  
vernment  
Order No.  
15559-D. D./1/  
71-11, dated  
26th April,  
1938.

Correction Slip  
No. 37. Go-  
vernment  
Order No.  
15559-D. D./1/  
71-11, dated  
26th April,  
1938.

Any representation made by guardians under this rule must be in writing.

**Head masters and vacations.**

**234.** Head masters of Government schools are not permitted to leave the station in which the school is situated during vacation except with the previous consent of the Department, which will only be given if the head master shows that he can leave the charge of the school during his absence in the hands of a responsible member of the staff.

**Director of Public Instruction's No. 361/S.-3-30-B.-30/3, dated the 7th January 1932.**

A head master should submit his application at least 15 days before he wishes to leave the station, together with the name of the teacher whom he proposes to leave in charge.

**Private tuition.**

**235.** Teachers in Government and Board schools are only allowed to undertake private tuition with the written sanction of the Director or of the local body as the case may be. Application for permission to undertake private tuition must be made on the prescribed form (appendix 22) to the Director in the case of high schools and to the Inspector of Vernacular Education in the case of middle and primary schools.

Teachers in aided schools may be permitted to undertake private tuition with the previous written sanction of their managing committee, a copy of the sanction being forwarded for information to the Director in the case of high schools and to the Inspector of Vernacular Education in the case of middle and primary schools.

The following conditions are to be fulfilled in all cases whether the teacher is an employee of Government, of a local authority, or of a private body:—

- (1) The tuition shall not interfere at all with the teacher's regular duties.
- (2) Not more than one hour per diem shall be devoted to private tuition by a teacher.
- (3) In no case shall a teacher be allowed to give private tuition to a pupil from his own class. If a teacher teaches only one period to any class, it is his own class.

**Director of Public Instruction's No. 16206-53/O-1-29/30, dated the 17th December, 1929.**

Any infringement of the provisions of this clause will render a teacher in Government or Board service liable to departmental punishment, a similar action should be ordered by the managing committee, with the approval of the Director or the Inspector of Vernacular Education as the case may be.

**236.** Teachers of Board vernacular schools are permitted to undertake postal duties on the understanding that the extra work thus entailed does not materially interfere with their teaching.

Postal and other extra departmental duties.

For duties connected with other departments, e. g. Co-operative Societies, Stamp Vending, etc., special permission shall have to be obtained from the immediate controlling officer.

**237.** Casual leave shall not be prefixed or affixed to summer, winter or spring vacations.

Casual leave. Director of Public Instruction's No. 6861/A.-12-K. Din/17/28, dated the 4th June, 1929.

Casual leave for any part of a day shall be considered leave for the whole day.

8030-83-A-8-Q. H. S.-30, dated the 7th April, 1931.

**238.** A Government servant required to attend an obligatory departmental examination, or permitted to present himself at an examination, the passing of which is a condition of preferment in Government service, may be treated as on duty during the day or days of the examination and during the reasonable time required for the journey, if any, to and from the place of examination.

Examination leave.

**239.** Travelling allowance for journeys to give evidence in a court will be granted only if the facts as to which a servant is to give evidence have come to his knowledge in the discharge of his public duties.

G. I. F., 17- Travelling allowance for journeys to give evidence Comptroller's No. G. A. D./2772, dated the 7th October, 1929.



**Alterations in the recorded date of birth.** **Revenue Secretary's No. 2649-F., dated the 21st December, 1929.** 240. A declaration of age made by a Government servant at the time of or for the purpose of entry into Government service shall be deemed to be conclusive unless he applies for correction of his age as recorded within two years from the date of his entry into Government service. Government, however, reserves the right to make a correction in the recorded age of a Government servant at any time against the interests of that Government servant, when it is satisfied that the age recorded in his service book or in the history of services of a gazetted officer is incorrect and has been incorrectly recorded with the object that the Government servant may derive some unfair advantage therefrom.

**Application of Government's Servants Conduct Rules, etc.** 241. All officials employed in Government and Board schools shall be subject to the application of Government Servants Conduct Rules, and all other rules and regulations framed and issued by the Government from time to time.

**Standard staff for middle schools.** 242. The standard scale of staff for Board middle schools for boys containing one section in each class shall be as follows:—

*Anglo-Vernacular Middle:—*

1. One senior anglo-vernacular certificated head master;
- 2—4. Three junior anglo-vernacular certificated assistant masters;
- 5—6. Two senior vernacular certificated teachers;
7. One S. V. teacher or one teacher for arabic, sanskrit, hindi, punjabi and pashto teaching;
8. One drill master;
9. One drawing master;
- 10—13. Four teachers in the elementary teachers' service.

*Vernacular Middle:—*

1. One senior vernacular certificated head master;
- 2—3. Two senior vernacular certificated assistant masters;
- 4—7. Four teachers in the elementary teachers' service.

The sanctioned scale of pay for women teachers in

Board schools is as below :—

	Rs.
(1) S. V. Head Mistress ...	70—6—100
(2) S. V. Assistant Mistress ...	60—4—90
(3) J. V. Head Mistress	50—4—70
	or
	40—2—50
(4) J. V. Assistant Mistress	40—4—60
	or
	30—2—40
(5) Middle passed Assistant Mistress ...	30—2—40
(6) Primary passed Head Mistress ...	20—2—30
(7) Primary passed Assistant Mistress ...	20—0—0

243. An uncertificated teacher shall only be employed as head master of a board primary school pending the appointment of a certificated head master. An uncertificated teacher so employed shall receive a salary of Rs. 20 per mensem.

When the average attendance of pupils at a board primary school exceeds 40, an assistant must be employed.

The pay of uncertificated assistants in board primary schools shall be Rs. 20 per mensem.

When the average attendance in a board primary school exceeds 70, a certificated teacher should, if possible be appointed.

244. All certificated teachers employed in Government Primary Schools or Primary Departments of Government Secondary schools are enrolled in the Elementary Teachers Service. The grades of pay of teachers in this service will be as under :—

Elementary  
Teachers'  
Service.

Correction Slip  
No. 49259/H.  
E./10/4, dated  
1st December,  
1948.  
(E. B. No. 90/  
Peshawar  
City).

1. Boys Schools situated in Rural Areas	... Rs. 25 1 35.
2. Girls schools situated in Rural Areas	... Rs. 30 2 40
	Ranging between
	and
	... Rs. 50 4 70
3. Boys Schools situated in Urban Area	... Rs. 25 1 35.
	Ranging between
	and
	... Rs. 50 2 60.
4. Girls Schools situated in Urban Area	... Rs. 30 2 40.
	Ranging between
	and
	... Rs. 50 4 70.

**Personal allowance to elementary teachers.**

**Correction Slip No. 97. G. O. No. 49259/H. E./10/4, dated 1st December, 1948, (E.B. No. 90/Peshawar City).**

245. Personal allowance of the value of Rs. 5 per mensem to the number of 8 per cent., of the membership of the Elementary Teachers Service of each of the 4 groups mentioned in Article 244, will be awarded to teachers of not less than 20 years approved service.

(This amendment will take effect from 1st April 1947).



## CHAPTER X

### RULES FOR THE TEXT-BOOK COMMITTEE

#### IN THE

#### NORTH-WEST FRONTIER PROVINCE.

246. There is a Text-Book Committee for the Province which meets at Peshawar. Its meetings are held on such dates as may be determined by the President.

247. The Text-Book Committee consists of 15 members, exclusive of the Director, who is President *ex-officio*. The registrar of departmental examinations *ex-officio* secretary of the Committee. The Text-Book Committee considers text-books suitable for use in middle and primary schools for Indian pupils written in English, Sanskrit, Urdu, Hindi, Arabic, Persian, Punjabi and Pashto.

248. Of the fifteen ordinary members of the committee, six are nominated by Government as below :—

- (1) Two from the elected members of district boards and municipalities;
- (2) Two from the non-official members of the Legislative Council;
- (3) Two to represent special and unrepresented or inadequately represented interests.

The remainder are nominated by the Director as below :—

- (1) Three members to represent boys' education;
- (2) Two members to represent girls' education;
- (3) Two inspecting officers;

and

- (4) Two to represent special interests.

249. Each ordinary member is selected or appointed for two years, but a member may be reappointed on the expiry of his term of office. Any member deemed to be guilty of improper conduct may be removed by the orders of Government. A member absenting himself from four consecutive meetings of the committee or leaving India for more than three months is considered to have vacated his

membership and a new member may be selected or appointed in his place.

NOTE.—No book written or published by a member of the committee shall be considered unless that member first submits his resignation and formally requests that his book should be considered. A book submitted for the consideration of the committee by a non-member shall not be considered so long as the author or publisher continues to be a member.

**Sub-committee.** 250. Six sub-committees are appointed annually from among the members of the committee. Each sub-committee deals during the ensuing 12 months with the particular branch of work entrusted to it, viz:—

- (a) English,
- (b) Urdu, Persian and Arabic,
- (c) Hindi and Sanskrit,
- (d) Punjabi,
- (e) General Knowledge, Mathematics and Science,
- (f) Pashto.

251. Each sub-committee consists of not less than three members elected by the text-book committee and of the Secretary to the text-book Committee, as member—Secretary. The members present at each meeting elect one of themselves as Chairman. Vacancies during the year are temporarily filled up by the Director. Members are appointed for one year, but are eligible for re-appointment. A member of the committee may be appointed to and serve on more than one sub-committee.

**Functions.** 252. The functions of the committee are limited to advising the Director with regard to such text-books as they receive. When the Director and the committee concur, their decision as regards any book is final; but in the event of a difference of opinion the matter must be referred to the Local Government for orders.

NOTE.—In examining books the committee will consider whether the price is fair and is not beyond the means of the class of pupils for whom they are intended. They may also make suggestions for the preparation of new books when existing publications in India or England are not considered suitable, or when no books of the kind required are available. No book shall be considered if it is in type which is defective or which is so small that it is likely to cause strain to the eyes.

253. The committee do not consider the text-books to be used in European schools unless such books are specially referred to them for their opinion by the Director. **Text-books for European schools.**

254. The Local Government have the right of prescribing text-books on a particular subject, in exceptional circumstances, for use in all schools, whether Government or aided, situated within the territorial limits of the Province. **Prerogative of Government.**

**NOTE.**—Should the Local Government decide to produce a book to be prescribed under this rule, the work will, if possible be given to an Indian firm. In such cases it is not the policy of Government to take any royalty but to arrange with the producing firm to bring out the book at a commensurately lower price.

255. The committee are empowered to frame their own rules for the conduct of business and to communicate direct with the text-book committees in other provinces. **Framing of rules.**

256. From such books as are submitted to them, the committee prepare lists of text-books considered suitable for use in schools. The number of books approved for any one subject, class and language should not exceed three, but in the subject of literature the committee is free to approve also not more than three books as supplementary readers in English and in each of the different languages. **Books to be considered.**

257. The lists of approved text-books will be published in the "North-West Frontier Province Government Gazette", under the authority of the Director. **Publication of lists of approved text-books.**

258. A complete list of the approved text-books corrected up to date, together with two statements classifying the books according to their authors and publishers, is submitted by the committee to Government in January of each year.

259. The committee or the head master of any school may submit books to the Director with a view to their adoption in schools, or may represent to the Director that a book already approved by the committee is unsuitable for school use. In either case the Director shall take the opinion of the committee. Where a new book is proposed and the committee are unable to give a final opinion within six months of its receipt the Director shall refer the matter to the Local Government who will issue provisional orders on the subject. **Representations to the Director regarding books.**



**Text-books for Government schools.**

260. For each class of school maintained by Government, the course of instruction will be laid down, and the text-books for use in the different classes and subjects will be selected by the head master from the lists of books referred to in articles 256 and 257 above.

**Text-books for aided in schools.**

261. In the case of aided schools the head master in consultation with the managers will be required to select and use only books indicated in such lists.

**Unauthorised books in schools.**

262. No book not authorised by the Director may be used in any school which receives support from public revenues; and no aid may be given to any school from public money, unless the managers agree not to use any text-book which is not included in the list of those authorised by Government or without the previous sanction of the Government.

**Scholarship candidates from schools using unauthorised text-books.**

263. Candidates from an unaided school are liable to be excluded from competition for a Government scholarship if text-books which have not received the approval of the Director are in use at the school in question.

**List of text-books from schools sending candidates up for scholarships.**

264. The head master of any school from which candidates are sent up for any Government scholarship, is required to send, in the month of January each year, a list of all the text-books used in the several classes of the school to the Inspector of Vernacular Education. Should it be found that any book is in use which is not approved by the Director, the Inspector of Vernacular Education, will at once bring the fact to the notice of the Director for such actions as he may deem necessary.

**Submission of books.**

265. The publisher or author of a book which is submitted for approval should in the first instance submit an application to the Secretary of the text-book Committee with one copy of the book. The particulars noted below must be stated on the cover or title page of the book and in the application. It should also be stated whether the book has been previously submitted for examination and approval, and if so, with what result.

- (1) Name of the book.
- (2) Name of the author.
- (3) Name of the publisher.

- (4) Address of the author or the publisher.
- (5) Standard or class for which the book has been prepared.
- (6) Edition.
- (7) Price.

NOTE.—(1) Where the class for which a book is intended is not stated or the price is not clearly shown on the cover or title page the Secretary will inform the publishers that the book cannot be considered.

(2) Where the committee considers the price asked too high, the publishers will be asked whether, as a condition of the approval of the book, they are prepared to reduce the price.

(3) Where the approved price exceeds the Indian price of the publisher, the Secretary may reduce the figure accordingly.

**266.** Books submitted to the committee shall be in print or type written. Works in manuscript shall only be considered if they are prima facie of a special and highly useful nature and cannot reasonably be printed before authorisation.

**267.** It may at times be to the interests of the publishers to furnish manuscript translations in English, preferably type-written, of vernacular works in Science, History and Geography and on the art of teaching. This will enable all the members of the committee to judge of the contents of books submitted to them for opinion.

**268.** Any book submitted will be subjected to a preliminary examination under the orders of the Director, and if it is found to be a work upon which the opinion of the committee should be taken, the secretary will ask for four copies of it for examination by the committee. The opinion of the committee should be taken in all cases except those in which books are patently unsuitable, such as those with indecent illustrations or noxious advertisements or those containing offensive remarks against religious or political parties, or those of books plainly outside the syllabus, or of books printed in type which is defective, or which is so small that it is likely to cause strain to the eyes.

**269.** The preliminary examination will ordinarily be made by the secretary or by a person chosen by him. If the Secretary decides that the book is one on which it is desirable that the opinion of the committee should be taken,

he will submit copies of the book to the sub-committee concerned. New editions of books already prescribed should be treated in the same way.

**270.** The Director is not bound to give any reason why a book is not considered to be fit for examination by the committee, nor to disclose by whom the preliminary examination was conducted. He will, however, circulate to the members of the committee before each meeting a list of the books rejected on preliminary examination since the last meeting, with a brief statement of the reasons for rejection in each case. It will be open to any member of the committee to raise a question with regard to any book included in this list.

**Retention of books. Director of Public Instruction's order).**

**271.** Books forwarded for preliminary examination or for the use of the committee must be presented. No payment will be made for them.

Specimen copies of all books either (a) accepted or (b) rejected by the text-book committee, and of all books in actual use, will be kept for at least three years in the library of the text-book committee.

**Rules for the conduct of business.**

**272.** The President will ordinarily convene each year two meetings of the committee, the first to be held in March or April, and the second in October or November. The meeting in October or November will be the annual meeting. The President may convene in addition such other meetings as circumstances may require. Fifteen days' notice of any meeting must be given to the members of the committee and the quorum for any meeting is seven. The votes of the majority prevail. In case of an equality of votes, the chairman has a casting vote in addition to the deliberative vote. Should the President be unable to attend, he will nominate a chairman.

**The duties of the Secretary.**

**273.** It is the duty of the Secretary:—

- (a) to keep a record of the proceedings of each meeting;
- (b) to draw up the annual report and receive and answer all correspondence;
- (c) to issue all notices;
- (d) to keep a list of all text-books and alternative text-books approved by the Director, such list shall show where the books are published and at what price;



- (e) to circulate to every member of the committee lists of books received through the Director for review during the last quarter;
- (f) to circulate to every member of the committee a copy of the proceedings of each meeting;
- (g) to assist the Director, when required to do so, in the preliminary review of books;
- (h) to have custody of all funds belonging to the Committee;
- (i) to have charge of the library and of all approved books, maps, charts, etc.

**274.** The secretary will prepare the agenda paper for **Procedure.** each meeting in consultation with the Director and will circulate a copy of it to all the members of the committee at least fifteen days before the date fixed for the meeting. The agenda will include the confirmation of the proceedings of any meeting of the sub-committees held since the last meeting of the committee and the consideration of any proposals which the Director may allow. No matter not included in the list of agenda may be brought up for discussion except with the consent of two-thirds of the members present and with the sanction of the chairman. The proceedings of the sub-committees will be circulated with the agenda of the meeting.

**275.** Opinions of absent members may be submitted in writing but do not count as votes if votes are called for by the chairman. **Opinions of absent members.**

**276.** The proceedings of every meeting will be forwarded by the secretary over his own and the President's signature to the Director.

**277.** Meetings of the sub-committees will be convened by the secretary. He will give at least ten days' notice of each meeting, and will keep a record of the proceedings in a book to be provided for the purpose. Two members shall form a quorum at a meeting of a sub-committee. In case of an equality of votes the chairman of the meeting shall have a casting vote. **Sub-Committee.**

**278.** The sub-committees will ordinary meet three times a year. Extra meetings will be held as occasion may arise. All books submitted to the sub-committees for opinion will

be placed before these committees by the secretary. In the intervals between the meetings members will prepare their reports on the books referred to them and will send them beforehand to the Secretary for consideration by the sub-committee concerned at the next meeting.

279. Lists of the books upon which the sub-committees have passed an opinion will be printed and circulated to the members of the committee. Members are entitled to obtain from the secretary a copy of any book on the list which they desire to examine. The lists having been thus distributed will be put before the Committee for final approval.

280. When a sub-committee has completed its report on a book, the Secretary will lay the report, together with a copy of the book, before the committee at its next meeting. The committee may confirm or modify or reject the recommendation of the sub-committee on the book, or may refer the report back to the sub-committee for further consideration, or may call for a supplementary report on the book from any other of the sub-committees with whose subjects the book is in any way concerned.

**Reports of Sub-Committees.**

281. When a sub-committee recommends a book for adoption, its report to the committee must state:—

- (a) the recommendation of the sub-committee on the book,
- (b) the class, if any, for which it is recommended,
- (c) particulars regarding the publisher, author, cost, etc.

**Members with proprietary rights in books.**

282. A member of the committee who has any proprietary rights in a book sent to the committee for review may not take part in the discussion of its merits, or vote upon the question of its suitability for use in schools; and must similarly abstain when the merits of a new book are being compared with those of one already in use in which he is pecuniarily interested.

**Inspection of books.**

283. Any member of the committee, may, after the circulation of the agenda paper, request the Secretary to send him for his inspection a copy of any book to be considered at the meeting. But such book, together with the member's report on it, must be returned to the Secretary

before the date fixed for the meeting, so that it may be placed on the table for the convenience of the other members.

284. Books received from publishers or authors for review and acceptance will not be returned. Manuscripts will be returned. **Return of books.**

285. The price of a book approved for use in schools should not be altered, nor should the quality of the paper, printing or binding be changed without reference to the committee. If any alterations are made in the paper, printing or binding of any volume that has been approved, or if any additions are made to the advertisements within or upon its covers, and the same are not approved by the committee, the committee's recommendation in its favour may be withdrawn. **Alterations in books.**

NOTE.—Where it is found that book is being sold at a price higher than that approved by the committee, the Secretary should call for an explanation and lay it before the next meeting of the committee.

286. Any book approved for use will ordinarily continue on the approved list for at least three years. **Period of approval.**

287. The Secretary will submit to the Director by May the 15th of each year a brief report on the work of the committee, the number of books recommended the meetings held, and any special features. **Report.**

288. Non-official members of the committee attending meetings of that body from such a distance as would ordinarily entitle a Government official to travelling allowance are allowed travelling allowance at such scale as the Director may determine in each case. The official members are allowed travelling allowance according to the ordinary rates. Bills for petty contingencies connected with postage, etc., may be sent by members to the Secretary who will pay them out of his contingent allotment. Travelling allowance bills for attendance at meetings will be countersigned by the Director after submission through the Secretary. **Expenses.**

289. It is not admissible for a Government officer to retain any interest in the sale of a school book written by him, though there is no objection to his receiving a lump sum as remuneration for writing a book for any publishing firm. Any Government servant, who submits a book to the **Authors in Government service.**



committee, should also submit with it confidentially, either a copy of his agreement with the publisher, or, if there is no such formal agreement, a statement showing the terms that have been arranged. If in any case it has been decided that the agreement should not be completed before the book is approved by the committee no copy of the draft need be submitted until the list in which the book is approved is published, but a copy of the complete agreement shall then be submitted within one month. Exceptions may be made to this rule by the Director where the interest is confined to the sale of the book in countries other than India, or in India after the retirement of the author.

290. Inspecting officers are forbidden to recommend a school to use books written by themselves or in which they possess any pecuniary interest.

**Book agents.**

291. A list of recognised non-official book agents should be drawn up for each district by the Inspector of Vernacular Education in consultation with the chairman of the District Board. The qualifications for registration should be:—

- (a) that a reasonable stock of books be kept and supplied with reasonable punctuality;
- (b) that approved prices be charged;
- (c) that no less than one sub-divisional branch book depot be maintained; and
- (d) that no encouragement whatever be given to the sale of "keys".

## CHAPTER XI

### DEPARTMENTAL RULES AND REGULATIONS.

#### Section I—Departmental organisation and procedure.

##### (a) Appointments.

292. The department comprises officers of the Indian, **Different** North-West Frontier Province, subordinate and vernacular **services.** teachers services.

293. Appointment to the North-West Frontier Province Educational Service and to any post the pay or maximum pay of which exceeds Rs. 250 a month or any post which it is intended to absorb into the North-West Frontier Province Educational Service, or the holders of which perform duties similar to those of members of the North-West Frontier Province Educational Service, are made by the Local Government. With these exceptions the Director is competent to make appointments to all duly sanctioned posts under him. Similar powers are by delegation exercised by the Inspector of Vernacular Education in respect of posts in the vernacular teachers' service and by district inspectors in respect of posts whose pay does not exceed Rs. 35 a month. **Powers of appointment to the Department.**

294. The sanction of the Director is necessary for the **Age-limit** appointment to any post in the department in superior pensionable service of a person whose age exceeds 25 years.

NOTE.—(1) Similar sanction should be obtained to a temporary appointment, if there is any likelihood that it will be made permanent at a later date.

(2) No person over 25 years of age will be appointed to the department unless he is found to be in point of efficiency manifestly superior to the other candidates. A certificate to this effect should be furnished with every application for sanction. The order of sanction which will contain a similar certificate, should be attached to the first bill in which the officer's pay is drawn.

295. Except as specified in Article 292, all vacancies **Method of filling vacancies** in the department, whether permanent or temporary, which are not filled by promotion within the same office, or by **cies.**

the appointment of a probationer already admitted to the office in accordance with this and the succeeding rule, must be duly advertised, in the prescribed form, in the North-West Frontier Province Gazette. The press will supply spare copies of the advertisement for circulation to the principal newspapers authorised by Government.

NOTE.—This rule does not apply to posts in the Vernacular Teachers' Service or posts for menials.

296. The sanction of Government or, if the post is one carrying a pay of less than Rs. 25, of the authority immediately superior to the officer making the appointment, is required to the appointment, whether on a temporary or a permanent basis, of a person who is not a native of or domiciled in the North-West Frontier Province.

NOTE.—(i) No person should be treated as domiciled in the North-West Frontier Province unless he produces a certificate to that effect from the district officer of the district in which he claims to be resident.

(ii) This rule is equally applicable to the cases of all non-domiciled persons, whatever be the country of their origin, including such of them as may already hold an appointment in another Government office in the North-West Frontier Province.

(iii) A statement in the prescribed form together with a copy of the notice advertising the vacancy, must be submitted with any application for sanction to the appointment of a person who is not a native of, or domiciled in the North-West Frontier Province.

(iv) The operation of this and the preceding rule may be suspended temporarily in cases of a really urgent nature, the circumstances of each such case being reported as soon as possible to the authority whose sanction should have been obtained under this rule. His decision will prevail.

(v) A list is maintained in each office of all new appointments, whether permanent or temporary, made since its first establishment or the creation of the Province and a return in the prescribed form of appointments made during each year is submitted to Government through the Director before the 15th February in the following year.

**Application for appointment.**

297. Candidates for employment in the North-West Frontier Province Educational Service should apply to the Director. Other candidates should apply to the officer having authority to make the appointment for which they apply. All applications should be submitted in the prescribed form, copies of which can be obtained from all officers authorised to make appointments.



298. Appointments to district inspectorships are ordinarily made by selection from the staff of the subordinate educational service, should qualified candidates be forthcoming from this staff. No other candidate will be considered eligible unless he possesses good educational qualifications and sufficient administrative ability and is successful teacher of at least three years' standing. He must prove to the satisfaction of the Director, that he has a competent knowledge of the art of teaching and of school management and is able to inspect schools in the vernacular. He must also be of sufficient social status to command respect among all classes of people.

**Appointment of District Inspectors.**

NOTE.—A successful teacher is one who has proved his ability to maintain discipline in a school class, to manage efficiently general school work, and to impart instruction in the various subjects taught in schools in accordance with modern principles of teaching.

299. All vacancies occurring in the subordinate educational service should ordinarily be advertised and filled by selection from among the candidates who reply to the advertisement. The Director, however, may consider simultaneously the list of registered candidates maintained in his office and may make their selection from that list. In cases of urgency the Director may select candidates from his list without having advertised the vacancy.

**Appointment to the Subordinate Educational Service.**

300. Before any officer is appointed permanently or temporarily to the subordinate educational service enquiries must be made as to his character and domicile in such form as the Local Government may from time to time prescribe, and no candidate should be entered by the Director on his list unless he has been found to be eligible for appointment as the result of these enquiries.

301. None but trained graduates or holders of the Diploma of Bachelor of Teaching, J. A. V. Certificate holders, or holders of S. V. and J. V. certificates, may be appointed to the subordinate educational service except in posts reserved for classical teachers or other posts requiring special qualifications of a technical nature and in purely temporary vacancies when it would be impossible to obtain a trained graduate or holder of the certificates mentioned in this article, without undue delay. This rule may be relaxed only with the previous sanction of the Director.

**Initial qualifications for appointment to the Subordinate Educational Service.**

## (b) Probationary rules.

**Probationary Rules.**

302. The probationary period of an officer appointed for the first time to the North-West Frontier Province Educational Service is fixed by Government. In the case of other posts the officer appointing will at the time of the appointment fix the period of probation, which should be from three to twelve months. An officer who has given satisfaction during his probationary period but whose appointment is subject to other conditions will not be confirmed until those conditions have been satisfied.

**Confirmation of officers.**

303. The confirmation of an officer will ordinarily have retrospective effect from the date of his first appointment and his position in the service will be determined by the date of his confirmation. If, however, an officer appointed on probation fails to give satisfaction within the period fixed it is open to the authority appointing him to extend the period of his probation, subject to the condition that in no case may the period be extended beyond two years. In the case of an officer whose probationary period has been extended and who is subsequently confirmed, it rests with the appointing authority to determine the date from which his confirmation should take effect.

**Reports on officers appointed on probation.**

304. It is the duty of controlling officers to submit a report on every officer appointed on probation by the Director at least one month before the expiry of his probationary period, with a recommendation for his reversion, confirmation, further promotion or removal.

## (c) Promotion.

**Power of Director.**

305. The Director is empowered to make promotions to and within the subordinate educational service. Promotions in the vernacular teachers' service are made as far as possible by the Inspector of Vernacular Education.

**Criterion for promotion.**

306. In making promotions, the criterion is the efficiency and capability of the officer in whatever branch of work it is displayed.

## (d) Miscellaneous Rules.

307. Educational Officers in common with other officers in Government service, are bound by the following rules:—

(1) No officer may, without the previous sanction of the Local Government, directly or indirectly accept, either on his own behalf or on behalf of any other person, any gift, gratuity or reward, or any promise of a gift, gratuity or reward, from any native of India. In practice, however, this rule is to be interpreted with reasonable latitude and common sense so as to avoid inconvenience and unnecessary interference. The rule primarily relates to the actions of a government officer, as such, and not to his actions as a private individual in the observation of customary, social, religious and caste obligations. If a gift is offered in accordance with such observances and is not induced by the recipient's official position it will generally be unobjectionable.

(2) No officer may, without the sanction of Government previously obtained, receive any trowel, key or other similar article offered him at a ceremonial function such as the laying of a foundation stone, or opening of a school building.

(3) No officer may accept a *dali*. This order, however, is not intended to prevent the giving of presents on occasions when they would be required by the customs of ordinary social intercourse and where it is clear that the present would have been given had the recipient not been a Government Officer.

308. In no Government institution, may any member of the staff other than the head of the institution grant a testimonial to any other member of the staff or to any ex-member of the staff with regard to his or her professional qualifications; nor will the head of the institution grant such a testimonial to any such person who remains in the service of Government.

309. No member of the Educational Inspecting Staff other than the Inspector of Vernacular Education or Inspectress of Schools may grant a testimonial to any other member of the inspecting or scholastic staff or to any ex-member of the staff with regard to his or her professional qualifications; nor will the Inspector of Vernacular Education or the Inspectress grant such a testimonial to any such person who remains in the service of the Government.

The acceptance of gifts or rewards by Educational officers.  
Correction Slip No. 25. G. O. No. 32778-T. D./1/71-11, dated 14th December, 1936.

Grant of testimonials by Educational officers.

Educational Grant of testimonials by officers.



## (e) Departmental punishments.

**Departmental  
Punishment.**

310. No orders shall be passed inflicting upon any servant of Government the punishment of dismissal or removal, or, in the case of servants of Government, other than menials, of reduction to a lower grade of pay, without a preliminary departmental enquiry.

**Departmental  
enquiries.**

311. The record for such departmental enquiry will consist of a proceeding in the prescribed form and shall answer;

(a) The framing of specific charges in writing against the Government servant concerned, of which he shall be furnished with a copy, and which he shall be called on to answer;

(b) The record of a memorandum of the evidence of the witnesses examined (if any). Such examination should, if there be no special reason to the contrary be conducted in the presence of the accused, who should be given an opportunity of questioning the witnesses. Except under very special circumstances, no pleader or agent should be allowed to appear either on behalf of Government or the accused, either before the officer who conducts the enquiry or any officer to whom appeal may be made;

(c) A reasonable opportunity to the accused of adducing his defence, which shall be reduced to writing, also the record of a memorandum of the evidence of any witnesses adduced by the accused in so far as their evidence may be relevant to the charge against him;

(d) A recital of the accused's previous character as recorded in his service book or in the office records;

(e) A clear and definite finding upon each of the charges originally framed against the accused; and

(f) A clear and definite finding as to the punishment to be inflicted, or, when the officer conducting the enquiry has not the power to punish, a clear statement of what he considers to be an appropriate punishment for the offence established.

**Preparation of  
the record.**

312. The record is to be prepared as the case proceeds; it is not to be written by a clerk after the case has been decided.

313. When any orders of punishment have been passed, the officer punished shall be entitled to receive a copy of the order of punishment free of cost, and shall also be allowed to take a copy of the rest of the record, paying for the copy at the usual copy rates, or providing his own paper and copyist.

Free copy of orders.

314. Officers should base their findings and orders upon facts and inferences appearing in or deduced from the record, and should not refer to confidential papers which can not be embodied in the record. Despatches to or from the Secretary of State and correspondence indicating a difference of opinion between the Local Government and the Government of India may only be communicated with the express permission of the Government of India.

Orders to be based on the facts in the record.

315. The above instructions will not apply in the case of public servants who are judicially convicted of a criminal offence and are dismissed or otherwise punished solely with regard to the finding of the court, or who abscond with an accusation pending against them.

Orders in-applicable to persons judicially convicted.

316. The word "dismissal" is to be restricted to the case of an officer whom it is proposed to preclude from being again employed in the Public Service. A dismissed officer may not be re-employed in the Public Service without the sanction of Government. In other cases the word "removal" or "discharge" should be used.

Differences between dismissal and removal or discharge.

317. The dismissal of public servants should be notified in the North-West Frontier Province gazette only in the following cases, viz :—

Notification of dismissal.

- (1) when it is necessary to notify the public of the removal from service of an officer, whether because his appointment was previously gazetted or from any other cause, and
- (2) when it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence such as fraud or falsification of accounts.

318. The reason for the dismissal of a public officer should not be stated in the notification regarding his dismissal, even in cases in which a conviction has been obtained

in a Criminal Court. It will be sufficient to announce in the case of any person whose dismissal is notified in accordance with the principle laid down in the preceding article that the Government has dispensed with his services except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the law regulating the tenure of a particular appointment and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.

Rules regulating the presentation of appeals by Government servants belonging to subordinate services.

319. The following rules are prescribed to regulate the presentation of appeals by Government servants belonging to the subordinate services.

(1) Subordinate services include all minor administrative, executive and ministerial posts, to which appointments are made by the Local Government or by an authority subordinate to the Local Government.

(2) Without prejudice to the provision of any law for the time being in force the authority who can appoint to a particular office may for good and sufficient reasons:—

- (i) Censure,
- (ii) Withhold promotion from.
- (iii) reduce to a Lower post,
- (iv) Suspend,
- (v) remove,
- (vi) Dismiss, any officer holding a post in a subordinate service.

Correction slip  
No. 22 G. O.  
No. 29785 T.D.-  
1/71, dated the  
9th Novem-  
ber, 1936.

(3) Every Officer in a subordinate service, to which ever branch of the administration he may belong, against whom an order may be passed under Rule 2 and who thinks himself wronged thereby, shall have the right of preferring an appeal to the authority immediately superior to the officer who originally passed such order.

(4) No appeal as of right shall lie against an order declining to give an appointment or promotion to a particular individual, or affecting a transfer or an extension of service. No appeal shall lie against (a) the discharge of a person appointed, if the discharge is ordered before the termination of his probation, or (b) the dismissal or removal, of a person appointed to hold a temporary appointment. No appeal shall also lie against the withholding of an appeal by a competent authority.



(5) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the officer preferring the appeal shall contain no disrespectful or improper language and shall be complete in itself.

(6) Every appeal shall be preferred within six months after the date on which the officer preferring the appeal was informed of the orders against which he appeals;

Provided that the Local Government, or the subordinate authority, or the Government of India may, at their discretion for good cause shown, extend the period to 12 months.

(7) Menials and other servants of Government in inferior service shall have the right of only one appeal from an order of dismissal, removal, suspension or fine to the authority next above the officer who passed the order.

NOTE.—For the definition of "Inferior" service see Article 396 of the Civil Service Regulations.

(8) Every petition of appeal by a Government servant against an order of a superior officer should be submitted to the appellate authority through the officer against whose order the appeal is made. Such petitions of appeal shall be forwarded to the appellate authority with undue delay by that officer with any observations he may wish to make.

(9) An appeal may be withheld:—

- (1) Which is an appeal in a case in which under these rules no appeal lies;
- (2) which does not comply with the provisions of Rules 5, 6 and 8;
- (3) which is a further appeal presented after a decision has been given by the appellate authority prescribed in these rules, and no new facts or circumstances are adduced, which afford grounds for a reconsideration of the case.

Provided that in every case, in which an appeal is withheld the officer preferring the appeal shall be informed of the fact and the reasons for it.

NOTE.—An appeal withheld for failure to comply with the conditions stated in Rules 5 and 8 shall not be withheld, if it is resubmitted in a form which complies with these rules.

(10) No executive authority of rank lower than the Local Government has power to withhold a petition for revision, presented by a Government servant for transmission to a higher authority, asking for revision of an order passed by a

subordinate authority affecting such officer. Such a petition should therefore be transmitted to the higher authority by the officer to whom the petition is presented with such remarks, if any, as may be deemed necessary.

(11) An authority to whom such a petition is presented, may withhold it if it contains improper or discreditable remarks.

(12) An officer who makes an application for revision which is of a frivolous character, exposes himself to serious censure.

NOTE.—These rules apply to public servants, whether in permanent or temporary employ.

320. An appellate authority should ordinarily deal with those points only that are raised or pressed in the appeal.

Reasons for not instituting criminal prosecution should be recorded.

321. Cases occasionally occur in which it is considered inexpedient to undertake the prosecution of Government servants who are dismissed on account of offences for which they are liable to be criminally prosecuted. In such cases, the reasons which render it inexpedient to undertake a criminal prosecution should be recorded at the time that the order of dismissal is passed. When there is no objection to such a course, the reasons should be included in the order of dismissal of which the dismissed servant receives a copy; but in every case a copy of the recorded reasons for not instituting a prosecution, when the offender was liable to one, should be forwarded with any report that may afterwards be made on the case to Government.

#### (f) Confidential Reports.

Confidential reports.

322. All officers immediately subordinate to the Director are required to submit to him, as soon as possible, after April the 1st of each year, confidential reports in the prescribed form on their subordinates. District inspectors and head masters not immediately subordinate to the Director should submit the reports in duplicate to the Inspector of Vernacular Education, who will retain one copy and pass on the other with his remarks.

323. In making confidential reports officers should avoid vague language, and the favourable or unfavourable characteristics noted should be specified. In the case

of seriously adverse report it is desirable to illustrate briefly the traits unfavourably reported on. Capability for the higher work of the department, combined with diligence, thoroughness and honesty are the guiding principles on which alone an officer should be recommended for special promotion.

324. A subordinate officer is not entitled to see the confidential report on his work made by his superior, but if the report is unfavourable it must be communicated to the officer concerned, except in those cases in which the defect cannot be cured and comment on it would only cause him distress. **Communication of adverse reports.**

325. The making of entries consisting of personal certificates of character in service books is irregular unless the Director orders these to be made.

(g) Transfer.

326. Proposals for the transfer of teachers should be made so as to reach the controlling officer before the end of March. Such transfers as are urgent or are rendered necessary by the exigencies of the service can be made during all times of the year. **Transfers.**

327. The following rules regarding joining time apply to officers transferred during vacations:— **Joining during vacations.**

(1) An officer, who is detained on duty during a vacation or during the later part of a vacation and is transferred to another post at the end of the vacation, is entitled to the ordinary joining time admissible from the date on which he is actually relieved of his duties at his former headquarters.

(2) In the case of an officer who is allowed to avail himself of a vacation the general rule is that the joining time must run concurrently with the vacation. This rule should be applied as follows to the four classes of cases mentioned below:—

(a) An officer who receives notice of transfer before the vacation commences must join his new post on the forenoon of the date immediately following the end of the vacation.

(b) In the case of an officer who receives notice of transfer at his headquarters during a vacation the question arises whether the period of notice is adequate. Adequate notice should be taken



to mean the number of days to which the officer would have been entitled as joining time in ordinary circumstances. For instance, if he would ordinarily have been entitled to 9 days' joining time, and receive notice of his transfer six days before the end of the vacation, he will be entitled to three days' joining time after the close of the vacation.

- (c) In the case of an officer who receives notice of transfer during a vacation while he is away from his headquarters, the period of notice, in order to be adequate, should be extended to include the days necessary for his return to headquarters.

NOTE.—In either of the two cases (b) and (c), the period between handing over charge at the old station and taking over charge at the new station should under no circumstances exceed the joining time admissible under the Fundamental Rules, the vacation being regarded as leave for the purposes of that rule.

- (d) In the case of an officer who is on leave plus vacation no extra joining time will in any case be admissible.

(3) An officer on leave transferred during a vacation will be held not to have availed himself of the vacation for purposes of the leave, during a portion of the vacation which corresponds to the time actually spent in travelling from one station to another and not to the full joining time ordinarily admissible under the rules.

**328.** In the absence of any definite instructions to the contrary, a non-gazetted officer under orders of transfer should be relieved of his duties by his immediate superior within a week of the date of intimation, which will be conveyed by notification in the North-West Frontier Province Gazette in the case of officers in the subordinate educational service and by letter in other cases. If in any case it is necessary to exceed the above limit, intimation of the fact should be given to the controlling officer and the probable date on which the officer under orders of transfer will be relieved should be stated.

**329.** Whenever a gazetted officer is transferred without having to wait to be relieved he is expected to start within ten days of the date of intimation, whether by letter or by notification in the North-West Frontier Province Gazette. When he has to be relieved before he can move, he should

be able to leave his station within a week of the date of relief, since he will usually have had ample time to wind up his work while awaiting the arrival of his successor. If in any case it is necessary that these limits should be exceeded immediate intimation of the fact should be given to the Director through the usual channel, and the probable date of departure should be stated. If no such intimation is received, it will be assumed that the above orders have been carried out.

**330.** The following conditions regulate the transfer of an officer in the department to a different Government office or department:—

(1) The person who wishes to transfer his services must obtain the consent of the authority which appoints him to his existing post. If he takes up the new employment without such consent he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty.

(2) When an application for permission to apply for a post in another department is received, the question whether the applicant can be allowed to take up the appointment, if offered to him, must be settled before his application can be forwarded, regard being had, if the appointment is a temporary one or on probation, to possible inconvenience from the officer's return as well as to possible inconvenience from sparing him initially. If the officer cannot be spared the head of his office or department must refuse definitely to forward his application. If, however, permission be given to apply, that permission carries with it permission to accept the appointment, if offered and the officer or head of the department giving such permission is debarred from objecting to the officer taking up the appointment, though of course his convenience must be consulted within reason as regards the date of taking it up;

(3) The head of an office or department shall not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the head of the office or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent

**Conditions upon which a Government officer may transfer his services to another Government office or department.**

before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

NOTE.—The foregoing rules apply equally to officers on leave whether with or without allowancees. All leave allowances must *ipso facto* cease on the taking up of new employment other than work of a purely casual nature.

**Correction Slip  
No. 38 Govern-  
ment Order  
No. 35739-D.-  
D/1/71-11,  
dated 7th/8th  
October, 1938.**

**331.** An officer may not draw travelling allowance on transfer unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

(h) Leave.

**Applications  
for leave.**

**332** Officers are required to submit their applications for leave, other than casual leave, leave on urgent private affairs or leave on account of sudden illness, in the prescribed form to their controlling officer at least three months before the date on which the leave is required. If the sanction of the Director or of the Local Government is necessary, the controlling officer must transmit the application to the Director with his recommendation without any avoidable delay. Unless specially otherwise ordered, leave must begin within 35 days of the date on which it is granted.

NOTE.—If an officer under order of transfer requires leave (other than casual leave) he must apply to the authority ordering the

**Cancellation of  
unexpired  
leave.**

**333.** The following are the rules regarding the cancellation of the unexpired portion of the leave of a non-gazetted officer, who has been granted leave by the Director and who returns to duty before the expiry of his leave:—

(1) With the permission of the Director, an officer on long leave may be allowed to return to duty more than 14 days before the end of such leave.

(2) In the case of an officer on short leave, or of an officer on long leave, who desires to return to duty not more than 14 days before the expiry of his leave, the permission of the Director will not be required in order to permit of his returning to duty before the expiry of his leave. It will be sufficient if he obtains the permission of his immediate superior to do so.



(3) It will not in any case be necessary to issue amended orders or to send a separate report to the Comptroller, North-West Frontier Province, as information of the date and hour of an officer's return to duty will, as a matter of course, be noted in the absentee statement attached to the establishment bill in which the pay or allowance of the officer is drawn.

## Section II—Finance and Accounts.

### (a) Budgets.

334. Every officer immediately subordinate to the Director is required to submit his budget to the Director not later than October the 1st of the year preceding that for which the budget is framed. These budgets should include provision for all charges which it will be necessary for Government to meet during the year for which the budget is framed.

**The budgets of officers immediately subordinate to the Director.**

335. For the purpose of the budget all charges may be divided into two heads, viz., (i) those of which the amount can be determined exactly, (ii) and those in connection with which it is necessary to form an approximate estimate of the sum required. The former includes such charges as salaries, fixed contingent grants and sanctioned recurring grants-in-aid and the latter includes such items as petty construction and repairs, non-recurring grants for buildings and other charges which fluctuate from year to year.

**Budget charges**

336. In connection with charges of the first kind any variations between the new budget and that for the preceding year need be supported only by a reference to the order sanctioning the change or by a note to the effect that an officer has been promoted or become entitled to an increment or by such other brief explanations as may be required. For variations in items of fluctuating expenditure a more elaborate explanation is necessary, for in this case it will generally not be possible to refer to any orders requiring increased expenditure. If no good grounds are shown for an increase no such increase will be passed by the Director.

337. For fixed charges, such as pay of establishment, the detailed estimate should show the full amount of the pay, including increments, which is likely to be drawn by

men on duty during the year. Provisions for those who are on deputation or absent in other ways and unlikely to return to the strength within the period of the budget should be excluded. A lump deduction will be made by the Director where experience shows that a saving may be anticipated for other reasons.

**The depart-  
mental Budget.**

338. On receipt of the budgets from subordinate officers the Director will cause them to be agglomerated, after each item has been checked as far as possible in his office. He will add his estimate of the expenditure under the head Direction, and enter the totals of the different fluctuating charges at the amounts which he considers necessary. No new scheme or establishment will be provided for in the budget.

339. When the budget has been thus prepared, one copy will be submitted to Government in the Finance Department, one to Government in the Transferred Departments and one to the Comptroller, not later than November the 10th. All variations from the budget of the preceding year should be explained as briefly as possible in each copy.

**Details of new  
schemes.**

340. A list of all new schemes proposed for inclusion in the budget, will be sent by the Director, with the budget, to Government in the Transferred Departments. Another copy of the list is sent to Government in the Finance Department. The list will supply the following information:—

- (a) Reference to order of sanction, if any.
- (b) Brief but clear note as to nature of scheme.
- (c) Ultimate cost—
  - (i) Recurring,
  - (ii) Non-recurring,
  - (iii) Total.
- (d) Cost during budget year (details as under (c) above).
- (e) Remarks.

The items will be arranged in order of urgency.

## (b)—EXPENDITURE.

341. In order to meet emergent expenditure, certain officers of the Department are allowed to draw from the treasury permanent advances, for which they will be personally responsible, but from which they may allot, at their discretion, advances to their subordinates. The amounts which may be thus drawn are determined from time to time by the Director in consultation with the Comptroller.

342. No money should be withdrawn from the treasury unless it is required for immediate payment. It is not permissible to draw advances from the treasury either for the prosecution of works, the completion of which is likely to take a considerable time, or to prevent the lapse of appropriations.

## (c)—ACCOUNTS IN GOVERNMENT INSTITUTIONS.

343. The head master is responsible for all Government or other money which may pass through his hands.

344. All accounts, etc., in high schools and training schools should be checked by inspecting officers during their visits. Every Inspecting Officer should check, either personally or through the agency of his tour clerk acting under his instructions, the receipts at all the Government institutions under his control once a year, and should satisfy himself that all sums which should have been paid into the treasury have been so paid.

345. As a rule all sums drawn on establishment bills for the payment of salaries should be disbursed on the same day and the payee's receipt should be taken on an acquittance roll.

346. A separate register will be maintained for contingent charges, as required under the rules.

347. All fees, etc., should be credited daily to Government, the challans with which such amounts are remitted to the treasury describing fully the nature of the receipts must give both in words and in figures the amount to be deposited. Both original and duplicate must be



signed by the head master himself and the duplicate should be shown to him after it has been received from the treasury. In the case of institutions which are situated at considerable distances from a treasury, collections should be made only on dates to be specified beforehand, and all money collected on such dates should be remitted on the same day to the treasury.

**Verification of deposits.**

348. The head of every educational institution which deposits money into the treasury should send to the Treasury Officer at the end of each month a statement showing the sums deposited into the treasury during that month. The Treasury Officer will check and return the statement.

**Library, laboratory and workshop deposits, etc.**

349. All deposits received from students, such as library, laboratory and workshop deposits should be held in a deposit account at the Post Office Savings Bank, personal ledger accounts being opened for the purpose by heads of institutions.

350. The caution money realised at Government hostels should be deposited in an account to be opened for the purpose in the Post Office Savings Bank.

**Subscriptions to students' clubs.**

351. Subscription to an athletic or other students' clubs should be deposited in an account to be opened for the purpose in the Post Office Savings Bank. This account should be opened in the official name of the head of the institution.

**Registers.**

352. The following registers are necessary for the proper keeping of accounts:—

*General Cash Book.*—This book should have as many columns as there are heads of collections, for which separate subsidiary registers are maintained. The daily totals from the subsidiary registers should be entered in the cash book. The totals of the several columns should be remitted to the treasury for credit to Government, or to the deposit account, as the case may be. There should be no balance in the hands of head master, except the permanent advance and any undisbursed pay or scholarship money.

A daily collection book (this is part of the attendance register).

An abstract collection register.

A register of hostel fee collection.

A register of students' deposits, if any such deposits are made, different classes of deposits to be shown in different columns.

Disbursement registers subsidiary to the cash book:—

Acquittance rolls for the disbursement of (a) salaries and (b) scholarships.

A contingent register.

A bill book of establishment containing office copies of the monthly establishment bills and of any supplementary bills.

A scholarship bill book.

#### SECURITY BONDS AND SECURITIES.

353. Every officer through whose hands public money **Securities.** passes is required to furnish security, which should as a rule be 10 per cent., in excess of the maximum amount likely to be in his custody at one time. He must also furnish two sureties. The security of officers of 20 years' pensionable service or upwards may, however, be diminished 25, with the proviso that the security will in no case be by a sum calculated on thier monthly pay, multiplied by diminished by more than one half.

354. Head clerks, librarians and accountants are **Head Clerks, Librarians and Accountants.** ordinarily required only to execute a security bond for good and honest conduct in the sum of Rs. 250 no actual money deposit being required.

355. A statement of all securities taken should be **Statement of securities.** maintained in the office of each controlling officer and should be kept up to date.

356. Security bonds executed by non-gazetted officers **Exemption from Stamp Duty, etc.** are exempted from the payment of stamp duty and registration fees.

#### SECTION III.

##### CORRESPONDENCE, INDENTS, REPORTS AND RETURNS.

##### (a) CORRESPONDENCE.

357. All official communications from a subordinate **Letters to departmental superiors.** officer of the Department to his controlling officer or to the

Director must be addressed through his immediate superior.

**358.** No letter to a departmental superior should take the form of an endorsement, except when a particular paper has been called for and is being forwarded.

**NOTE.**—As a corollary to this rule all reports should be self-contained, i. e., a report should not consist merely of an enclosure and comments thereon but should give in report itself a complete account of the matter on which a report has been called for.

**Cases requiring action.**

**359.** Every case requiring action, which is reported to a superior officer, should be accompanied by a definite recommendation from the forwarding officer.

**Reminders.**

**360.** Any reminder sent by a subordinate officer should be in the form of an enquiry whether any orders have been passed on the previous letter. Except in case of urgency, such reminders should not be sent until ample time has been given for a reply.

**Demi-official correspondence.**

**361.** No reference to demi-official correspondence should be made in official letters. All demi-official correspondence should be treated as urgent.

**Requests for sanction to proposals.**

**362.** When sanction is sought to any proposal or expenditure, the rule or special order requiring such sanction should be quoted.

**Proposals contrary to existing rules.**

**363.** When a proposal, which is contrary to the existing rules or orders is made, this fact should be specially mentioned in the letter, together with the reasons for deviating from the existing rules.

**Bills and returns.**

**364.** It is unnecessary to send any covering letter with bills and returns.

**References to previous correspondence.**

**365.** Reference to previous correspondence should always be given when an old proposal is renewed.

**File and issue numbers.**

**366.** The file number of a letter issued should always be given below the issue number, and in reply to any letter so numbered the file number should be quoted as well as the issue number.



367. Reference to different subjects should not be included in one communication.

References to different subjects in one letter.

368. Any communication received from any student or pupil of an educational institution in the Province which has not been sent through the head of that institution should at once be returned through the principal or head master, who will treat the case as a breach of discipline. Communications received from parents or guardians must invariably receive consideration.

Communications from students and indents.

#### (b) INDENTS.

##### A.—INDENTS FOR FORMS.

369. Indents for all standard educational forms required for the ensuing calendar year must be forwarded to the Manager of Government Printing at Peshawar on the prescribed date, by officers empowered to indent. An explanation should invariably be given for any delay in submitting indents.

Submission of Indents.

370. All officers should submit their indents through the officers to whom they are immediately subordinate. All applications for the printing of non-standard forms must be submitted to the Director in the prescribed form.

##### B.—INDENTS FOR STATIONERY.

371. A book credit is placed by Government at the disposal of the Director each year. This lump credit is distributed by him among subordinate indenting officers, who will be supplied with stationery upto the limit of their book credit.

Book credit for stationery.

372. All indents for stationery must be submitted by indenting officers to the Director before the 1st of January in each year. After having been checked these are forwarded to the Manager of Government Printing and Stationery before the 1st February.

Submission of indents.

373. Each indenting officer must submit to the Director his own indent and the indents of the officers subordinate to him.

374. Each indent must show the value of the stationery ordered according to the annual priced catalogue issued by the Manager of Government Printing and Stationery.

Typewriters  
and dupli-  
cators.

375. Sanction to the purchase of typewriters and duplicators should be applied for separately and such items should be excluded from the annual indents.

Rubber stamps.

376. Rubber stamps and ink for use with them should be obtained on indent upon the Manager of Government Printing and Stationery in the same way as other articles of stationery.

Indenting offi-  
cers.

377. The District Inspectors and heads of Government institutions are empowered to indent.

Alterations  
may be made  
in indents by  
Director.

378. The Director may make any alterations and reductions in the indents of the officers subordinate to him which appear to him to be justified.

#### C.—REPORTS AND RETURNS.

The annual  
reports on  
Public Instruc-  
tion.

379. The annual report on Public Instruction contains the general tables prescribed by the Government of India and the Director's report, which should approximate in length to 70 pages of royal octavo size.

Date of sub-  
mission to Go-  
vernment.

380. A proof of the report is submitted to Government by the Director on the 1st August in each year. Instructions as to the dates on which reports and returns are due from principals of colleges and subordinate officers are issued annually by the Director.

Length of  
reports.

381. The reports of district inspectors should not exceed in length twenty pages of type, and other reports should not ordinarily exceed 10 pages. District Inspectors' reports should be divided into chapters similar to those into which the Director's report is divided.

Instructions to  
be issued by  
the Director.

382. Detailed instructions as to the filling in of the different tables and on other matters connected with the report are issued annually by the Director to all concerned.